

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Billing Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Billing Department,

I am writing to formally address a billing issue I have encountered with my recent invoice, dated [Invoice Date], for my account (Account Number: [Your Account Number]).

Upon reviewing the bill, I noticed [briefly describe the issue, e.g., an incorrect charge, missing payment, etc.]. According to my records, [provide any supporting details, such as previous agreements or payment confirmations].

I kindly request that this matter be investigated, and the necessary adjustments made to reflect the correct amount owed. I have included copies of relevant documents for your reference.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Account Number]