

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

[Billing Company Name]
[Billing Company Address]
[City, State, Zip Code]

Subject: Billing Dispute for Account #[Your Account Number]

Dear [Billing Company Name],

I hope this letter finds you well. I am writing to formally dispute a charge on my billing statement dated [date of the bill] for my account #[Your Account Number].

The charge in question is for [describe the charge, e.g., "an overcharge for a battery replacement service"]. According to my records, the amount I should have been charged is [expected amount], rather than the [disputed amount] currently listed.

I have attached copies of documents supporting my claim, including [list any attached documents, such as receipts, previous bills, or correspondence].

I kindly request that you review this matter and adjust my bill accordingly. Please respond to me at your earliest convenience regarding the status of my dispute.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]