

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

Zmodo Customer Service

[Zmodo Address]
[City, State, Zip Code]

Subject: Billing Dispute

Dear Zmodo Customer Service,

I hope this message finds you well. I am writing to formally dispute a billing issue regarding my account (Account Number: [Your Account Number]).

On [Date of Transaction], I was charged [Amount] for [Description of Charge], which I believe is incorrect due to [Brief Explanation of Dispute].

I kindly request a review of this charge and a detailed breakdown of the transaction. Enclosed are copies of relevant documents, including [Invoices, Bank Statements, etc.], for your reference.

Please respond to this letter at your earliest convenience. I appreciate your attention to this matter and look forward to resolving this issue promptly.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]