

Your Name

Your Address

City, State ZIP

Email

Phone Number

Date

Recipient Name/Department

Company Name

Company Address

City, State ZIP

Subject: Billing Error on Account

Dear

I am writing to bring to your attention an error that I have noticed on my recent billing statement. The invoice/account number is . Upon reviewing the statement dated , I observed the following discrepancy:

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I kindly request that this error be reviewed and corrected at your earliest convenience. Please update the account records and issue a revised statement reflecting the accurate charge.

If you need additional information or documentation, please let me know. I look forward to your prompt response and resolution of this issue.

Sincerely,