

Quick Billing Error Template

Subject: Urgent: Billing Error Correction Needed - Account #[Account Number]

Dear Billing Department,

I've discovered an error on my recent bill dated [Date] that needs immediate correction.

The issue: [describe billing error specifically]. According to my records, the correct amount should be \$[Amount] instead of the billed \$[Amount].

I've attached supporting documentation including [list attachments]. This error appears to have occurred due to [if known reason].

Please correct this error and issue a revised bill or credit adjustment. If you need any additional information from me, please don't hesitate to reach out.

I'd appreciate a quick resolution as I'd like to settle my account promptly.

Thanks,

[Your Name]

[Contact Details]

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