

Billing Complaint Letter

Subject: Billing Discrepancy

Dear [Billing Department],

I am writing to report a discrepancy in my bill dated [Date]. The invoice shows charges for [Describe Charges], which are incorrect. Kindly review my account and issue a correction.

Attached are supporting documents for your review. I would appreciate prompt resolution of this matter.

Sincerely,

[Your Name]

[Account Number]

[Contact Information]

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