Letter disputing incorrect billing charges

Subject: Dispute of Billing Error on Account
Dear [Billing Department],
I am disputing a charge of [amount] on my account [account number]. According to my records, this
amount was incorrectly billed.
Please review my account and provide documentation verifying the charges. Kindly correct any
errors and confirm in writing.
Thank you,
[Your Name]
[Address]
[Phone]
[Email]

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