

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Bank Contact Person Name] (Optional)
[Bank Name]
[Commercial Banking Department Address]
[City, State, Zip Code]

RE: Billing Cycle Discrepancy - Account Number: [Your Account Number]

Dear [Bank Contact Name or Billing Department],

I am writing to formally notify you of a discrepancy identified in the billing cycle for the aforementioned commercial account. Upon reviewing our latest statement dated [Statement Date], we noted that the billing period does not align with our established agreement.

Specifically, the discrepancy involves the following:

- **Agreed Billing Cycle:** [e.g., Calendar month / 30-day period]
- **Current Statement Period:** [Start Date] to [End Date]
- **Nature of Issue:** [e.g., Overlapping dates, shortened cycle, or incorrect interest calculation period]

This shift in the billing cycle has resulted in [mention impact, e.g., an incorrect calculation of service fees / interest charges / reconciliation difficulties].

We request that you review this account and adjust the billing cycle to reflect our original commercial terms. Additionally, please provide a corrected statement or a credit memo for any excess charges incurred due to this misalignment.

Please confirm in writing once this correction has been made. If you require further documentation, I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]