

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Account Number]

[Date]

[Company Name]
[Billing Inquiry Department Address]
[City, State, Zip Code]

Subject: Formal Dispute of Billing Cycle Error

To Customer Support,

I am writing to formally dispute a billing error on my account for the billing period dated [Start Date] to [End Date].

The error is as follows: [Describe the error, e.g., double billing, incorrect dates, or failure to apply a credit].

I am disputing the amount of \$[Amount]. I have enclosed copies of [Mention any supporting documents, e.g., previous statements or receipts] which support my claim.

Please investigate this matter and correct the error within the timeframe required by law. While this bill is in dispute, I understand that I am not required to pay the disputed portion, but I will continue to pay the undisputed balance of my bill.

Please notify me in writing once the correction has been made and provide an updated statement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]