

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Notice of Billing Cycle Error - Account Number: [Your Account Number]

Dear Billing Department,

I am writing to formally notify you of an error regarding my most recent billing statement dated [Statement Date] for the billing period of [Start Date] to [End Date].

I have identified the following discrepancy:

- [Description of error, e.g., double charge, incorrect rate applied, or payment not credited]
- Expected Amount: \$[Amount]
- Billed Amount: \$[Amount]

I request that you investigate this matter and correct the error on my account. Attached are copies of [mention any supporting documents, e.g., receipts or previous statements] to support this claim.

Please provide a written confirmation once the adjustment has been made and clarify how this will reflect on my next statement. In the meantime, I will pay the undisputed portion of the bill.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]