

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

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

Subject: Billing Error Grievance – Request for Correction

To Whom It May Concern,

I am writing to formally submit a grievance regarding a billing error on my recent statement from your company. My account number is [Account Number] and the bill in question is dated [Billing Date].

Upon review, I noticed the following error: [Describe the billing error clearly, including reference numbers, dates, and any supporting details.]

I kindly request that you investigate this matter and make the necessary corrections to my account at the earliest possible opportunity. Enclosed are copies of supporting documents for your reference.

Please confirm receipt of this grievance and inform me of any actions taken to resolve the issue. Should you require any additional information, feel free to contact me at the details listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]