

Sample Letter for Disputing Billing Errors

Use this sample to draft a letter disputing billing errors.

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

[Name of Creditor]
[Billing Inquiries]
[Address]
[City, State, Zip Code]

Dear Sir or Madam:

I am writing to dispute a billing error in the amount of [\$_____] on my account. The amount is inaccurate because **[describe the problem]**. I am requesting that the error be corrected, that any finance and other charges related to the disputed amount be credited as well, and that I receive an accurate statement.

Enclosed are copies of **[use this sentence to describe any information you are enclosing, like sales slips or payment records]** supporting my position. Please investigate this matter and correct the billing error as soon as possible.

Sincerely,

[Your name]

Enclosures: **[List the enclosures]**