

## Billing Error Complaint Letter

**This package contains:**

1. Instructions & Checklist for a Billing Error Complaint Letter
2. Billing Error Complaint Letter

## Instructions & Checklist for Billing Error Complaint Letter

- This package contains (1) Instructions & Checklist for Billing Error Complaint Letter; and (2) Billing Error Complaint Letter;
- This form is designed to assist you in drafting a letter for when you wish to file a complaint about a billing error.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

I recently received a bill for Account Number [Insert Account Number].

However, it appears that I have received this bill in error. According to my records, my amount due should be [Insert Correct Amount Due]. In addition, I sent a payment of [Payment Amount] on [Date]. *[Delete previous sentence if not applicable.]* However, the bill I received is for [Insert Incorrect Amount From Bill]. I request that you immediately correct this billing error. Please send me a new invoice as quickly as possible to reflect the actual amount due.

Thank you, in advance, for your prompt attention to this matter. I look forward to hearing from you shortly.

Sincerely,

[Your Name]