Date:

Name of the sender  
Address of the sender  
Account number of the sender

Name of the creditor  
Creditor’s address

**Subject: letter of dispute**

Dear sir/madam,

This letter is being written to dispute a billing error of the amount of 100$. The amount is inaccurate because I have paid the bill for last month already. However, was the bill being late and I fear that your system did not update the record. The bill you have send on my account number [X] also includes the billing amount of the previous month that has already been paid with the penalty of extra charges upon bill payment after the due date.

I am hereby requesting you to correct the error in the bill. Also, please send me the bill after making the necessary corrections.

Enclosed are copies of the incorrect bill, the bill of last month that has been paid, the payment record, etc. I am confident that these enclosed documents will support my position effectively. I am expecting you to enquire into this matter so that the necessary corrections can be made without causing my inconvenience any further. If you need any further information, please feel free to contact me any time on my number.

Sincerely,

Signatures