

Attn: Customer Service

Date: _____

Name(s) on account: _____

Account number: _____

To Whom It May Concern:

I am writing to point out an error that appears on my billing statement dated _____.

Merchant's name: _____

Amount in error: _____

The problem is as follows:

I understand that the law requires you to acknowledge receipt of this letter within 30 days unless you correct this billing error before then. Furthermore, I understand that within two billing cycles (but in no event more than 90 days), you must correct the error or explain why you believe the amount to be correct.

Sincerely,

[your signature]

Name: _____

Address: _____

Home phone: _____