

Consumer Name
Address
City, State ZIP

Date of Letter

Creditor Name
Creditor Address for Billing Error Notices
Creditor City, Creditor State, Creditor ZIP

RE: Notice of Billing Error
Account Number

To Whom It May Concern:

Please be advised that the monthly statement dated (INSERT DATE OF MONTHLY STATEMENT) is incorrect. The following item (INSERT DETAILS OF UNAUTHORIZED CHARGE) was unauthorized and should be removed from my account. Add any additional details regarding the billing error.

If you have any questions, please feel free to send them in writing to the above address.

Sincerely,

Consumer Name