

Disagreement Letter for Double Billing

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I'm writing to you regarding the issue with my telephone bill. Since I am in a habit of paying my bills in time, I had paid my bill last month well before the due date. This time, I should've been billed only for this month; however, the amount of the bill is double. It includes the last month's bill as well this month's bill which means I did not pay my bill last month while i did. The total amount is [enter amount] which is far more than what I usually pay. I'm sure I am not supposed to pay this double bill since this is only a mistake. As a proof, I am enclosing the receipt of the last month's bill. Kindly resolve this issue so that I may be able to pay my bill before the last date. I shall be looking forward to your prompt response. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-