To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request Letter to Correct a Billing Error**

Dear Sir/Madam,

Yesterday I received the laundry bill from your company, [mention Company Name] for the amount of $180. Your representative quoted a total of $80 as I confirmed before ordering the service. I believe that the amount of $180 is mentioned on the bill by mistake. So I request you to correct the bill or reply me with an explanation if the amount of $180 is not mentioned by mistake.

You can contact me from the details mentioned below. Looking forward to your response.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]