

Request for Clarification on Incorrect Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding some charges on my recent bill dated [Insert Bill Date]. I have noticed several discrepancies that do not align with my understanding of the services provided.

The specific charges in question are:

- [Description of Charge 1] - [Amount]
- [Description of Charge 2] - [Amount]
- [Description of Charge 3] - [Amount]

I would appreciate it if you could provide a detailed explanation for these charges at your earliest convenience. If necessary, I am happy to provide additional information or documentation to facilitate this inquiry.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]