

Subject: Explanation for Billing Inaccuracies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Billing Department Contact Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Billing Department Contact Name],

I hope this message finds you well. I am writing to bring to your attention some inaccuracies I have noticed in my recent billing statement dated [Insert Date of Statement].

Upon reviewing my account, I observed the following discrepancies:

- Item 1: [Description of the inaccuracy]
- Item 2: [Description of the inaccuracy]
- Item 3: [Description of the inaccuracy]

I believe these discrepancies may have occurred due to [brief explanation of potential reasons]. I kindly request a review of my billing statement and any relevant adjustments to my account.

Sincerely,

[Your Name]