

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Billing Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Billing Department/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about a billing discrepancy I noticed on my recent invoice dated [Invoice Date], with the invoice number [Invoice Number].

Upon reviewing the charges, I observed that [describe the specific discrepancy, e.g., an incorrect charge, missing payment, etc.]. I believe there may have been an error, as [provide any relevant details or supporting information].

Could you please provide clarification regarding this matter? I would appreciate your assistance in resolving this issue at your earliest convenience. If necessary, I can be reached at [Your Phone Number] or [Your Email Address].

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

Sincerely,  
[Your Name]