

# Billing Clarification Request

Date: [Insert Date]

To: [Billing Department/Company Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear [Billing Department/Contact Name],

I hope this message finds you well. I am writing to request clarification regarding my recent bill dated [Insert Bill Date] with account number [Insert Account Number]. Upon reviewing the bill, I noticed [describe the specific charge or issue that needs clarification].

Could you please provide further details regarding this charge? If possible, I would appreciate any documentation that can help to clarify this matter.

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

Sincerely,

[Your Name]