

Billing Inquiry Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for reaching out to us regarding your billing inquiry. We have received your request and appreciate your patience while we review your account details.

Your inquiry is important to us and we will strive to resolve it promptly. You can expect a follow-up communication from our team within [Insert Time Frame]. If you have any additional questions in the meantime, please feel free to contact our customer service at [Insert Contact Information].

Thank you for your business.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]