

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Billing Statement**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of my billing statement for the account number [Your Account Number] for the period of [Specify Period].

Due to [brief reason for the request, e.g., "my records," "discrepancies," etc.], I would greatly appreciate it if you could provide me with this information at your earliest convenience.

Thank you for your prompt attention to this matter. If you need any additional information, please feel free to contact me.

Sincerely,

[Your Name]