

Billing Discrepancy Inquiry

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about a billing discrepancy on my recent statement dated [insert date]. I noticed that the amount charged does not align with my understanding of the services provided.

Specifically, I would like to address the following issue:

- Charge reference number: [insert reference number]
- Amount in question: [insert amount]
- Details of the service/product: [describe the service/product]

I kindly request a detailed breakdown of the charges and any relevant supporting documentation to help clarify this matter. Please feel free to reach me at [insert your phone number] or [insert your email address] should you need any further information from my end.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Account Number]