

# Inquiry About Inaccurate Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding a recent billing statement I've received for my account (Account Number: [Your Account Number]).

Upon reviewing the invoice dated [Invoice Date], I noticed several discrepancies that I believe require clarification:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Add any additional discrepancies]

As a valued customer, I trust that this matter can be resolved promptly. I would appreciate it if you could provide an explanation regarding these discrepancies or correct the bill at your earliest convenience.

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

Sincerely,

[Your Name]