

Dear [Customer's Name],

We hope this message finds you well. We want to take a moment to provide you with a brief explanation of our latest service billing for your account.

Billing Period: [Start Date] to [End Date]

Your total charges for this period amount to **[\$Amount]**. Below is a breakdown of the services rendered:

- [Service 1 Description] - **[\$Cost]**
- [Service 2 Description] - **[\$Cost]**
- [Service 3 Description] - **[\$Cost]**

Any adjustments or discounts applied:

- [Adjustment/Discount Description] - **[\$Amount]**

We appreciate your continued support and are here to assist you with any questions or concerns regarding your billing statement. Please feel free to reach out to us at [Contact Information].

Thank you for choosing [Your Company Name]!

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]