

# Billing Statement Review

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Subject: Review of Your Billing Statement

Dear [Customer Name],

We hope this message finds you well. This letter is to acknowledge your request for a review of your recent billing statement dated [Insert Statement Date]. We understand the importance of accurate billing and appreciate your attention to this matter.

After reviewing your account, we have noted the following details:

- Account Number: [Insert Account Number]
- Billing Period: [Insert Billing Period]
- Total Amount Due: [Insert Amount]

If you have any discrepancies or further questions regarding the charges listed, please do not hesitate to reach out to us at [Insert Contact Information]. We are here to assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]