

# Request for Revised Billing Information

Date: [Insert Date]

To: [Billing Department/Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revision of the billing information associated with my account ([Your Account Number/ID]).

Upon reviewing the recent bill dated [Insert Date of Bill], I have noticed discrepancies that need to be addressed, including [Briefly describe the discrepancies].

For your reference, I have attached copies of the relevant documents. I would appreciate it if you could review this matter at your earliest convenience and provide me with the updated billing information.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]