

Request for Clarification on Billing Discrepancies

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 request clarification regarding some discrepancies I have noticed on my recent billing statement dated [Insert Date of Billing Statement].

Specifically, I have observed the following issues:

- [Describe discrepancy #1]
- [Describe discrepancy #2]
- [Describe discrepancy #3]

Could you please provide a detailed explanation for these discrepancies? I would greatly appreciate your prompt attention to this matter as it directly impacts my account management.

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]