

Inquiry Regarding Billing Irregularities

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[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 some irregularities I have noticed in my recent bills dated [insert date or period]. Upon reviewing my account statements, I found discrepancies that I would like to clarify.

Specifically, the following issues were observed:

- Item 1: [Description of the issue]
- Item 2: [Description of the issue]
- Item 3: [Description of the issue]

I would appreciate it if you could look into these matters and provide clarification or corrections as necessary. Please let me know if you require any further information from my side to expedite this process.

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

Sincerely,

[Your Name]