

Billing Statement Clarification Request

Date: [Insert Date]

To: [Billing Department Name]

Company Name: [Company Name]

Address: [Company Address]

Contact Number: [Company Phone Number]

Dear [Billing Department/Specific Person's Name],

I hope this message finds you well. I am writing to request clarification regarding my recent billing statement dated [Insert Date of Statement].

Upon reviewing the statement, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Add additional discrepancies as needed]

I would appreciate if you could provide further details regarding these charges so that I can understand them better. If possible, please also include any relevant documentation that could assist in clarifying these items.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email Address]