

Billing Statement Review Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your request for review of the billing statement dated [Insert Date of Billing Statement]. Your concerns have been noted, and we are currently in the process of reviewing the details provided.

Should we require any further information, we will reach out to you promptly. We appreciate your patience and understanding as we resolve this matter.

Thank you for bringing this to our attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]