

Subject: Request for Clarification on Billing Discrepancy

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Name],

I hope this message finds you well. I am writing to request clarification regarding a discrepancy I have encountered in my recent bill dated [insert date of the bill]. The bill number is [insert bill number].

Specifically, I have noticed that [describe the discrepancy, e.g., charges that were not expected, incorrect amounts, missing items, etc.]. I believe there may have been an error, and I would appreciate your assistance in resolving this matter.

To aid in your review, I have attached copies of the relevant documents, including my previous bills and any communications related to this issue.

Please let me know if further information is needed from my side. I look forward to your prompt response to clarify this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]