

Billing Mistake Clarification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about a billing mistake I recently noticed on my account ([Account Number]). Upon reviewing my recent statement dated [Insert Statement Date], I found an inconsistency that I would like to clarify.

Specifically, I noticed that [describe the billing mistake, including any relevant amounts or dates]. I believe this may have been an error, as [provide any supporting information or documentation].

Could you please provide clarification regarding this charge? I appreciate your assistance in resolving this matter at your earliest convenience.

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

Sincerely,

[Your Name]