

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a billing issue that I have encountered with my recent statement dated [Insert Statement Date].

Specifically, I would like clarification regarding [briefly explain the billing issue, e.g., discrepancies in charges, unexpected fees, etc.].

This matter is of great importance to me, and I would appreciate your prompt attention to this issue. If there are any documents or further information required from my end to assist with the investigation, please let me know.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]