

Inquiry Letter Regarding Billing Mismatch

Recipient Name

Company Name

Company Address

City, State, Zip Code

Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a billing mismatch issue that I have encountered with my recent invoice (Invoice Number: [Insert Invoice Number]).

Upon reviewing the details, I noticed discrepancies in the charges that do not align with our agreed terms. Specifically, [briefly describe the mismatched items or charges].

I kindly request your assistance in clarifying this matter at your earliest convenience. I believe this can easily be resolved and look forward to your prompt response.

Thank you for your attention to this issue. Please feel free to reach me at [Your Phone Number] or [Your Email Address] for any further discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]