

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a recent billing statement I received for my account [Account Number]. Upon reviewing the statement, I noticed some inconsistencies that I would like to clarify.

Specifically, I found that [describe the discrepancy, e.g., "the charges for the services rendered did not match the pricing listed in our agreement"]. I would appreciate it if you could provide a detailed explanation of the charges and any relevant documentation to support them.

Thank you for your attention to this matter. I look forward to your prompt response as I would like to resolve this issue as soon as possible.

Sincerely,

[Your Name]