

Request for Clarification on Account Billing

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Billing Contact Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Billing Contact Name],

I hope this message finds you well. I am writing to request clarification regarding my recent billing statement for account number [Your Account Number], dated [Statement Date].

Upon reviewing the statement, I have noticed some discrepancies that I would appreciate your assistance in clarifying. Specifically, the charges for [describe specific charges or items] do not seem to align with my understanding of services rendered.

Could you please provide further details on these charges? Additionally, if there is any supporting documentation available, I would be grateful if you could send that as well.

Thank you for your prompt attention to this matter. I look forward to your response at your earliest convenience.

Sincerely,

[Your Name]