

[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 am writing to request further details regarding some anomalies I have noticed in my billing statement dated [insert date]. I have observed discrepancies that I believe require clarification.

Specifically, the following charges appear inconsistent with my previous bills:

- [Description of Charge 1]
- [Description of Charge 2]
- [Description of Charge 3]

I would appreciate it if you could provide a detailed explanation for these charges at your earliest convenience. This will assist me in understanding my billing better and resolving any potential issues.

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

Sincerely,

[Your Name]