

Request for Explanation on Billing Errors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company's Billing Department]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear Billing Department,

I hope this message finds you well. I am writing to formally request an explanation regarding some discrepancies I have noticed in my recent billing statement for account number [Insert Account Number].

Upon reviewing my statement dated [Insert Statement Date], I observed the following errors:

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

I would appreciate your prompt attention to this matter and request clarification on the above-listed items. Please let me know if you need any further information to assist in resolving these issues.

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

Sincerely,

[Your Name]