

# Billing Issue Clarification Request

Date: [Insert Date]

To: Customer Service Department

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Subject: Clarification Required on Billing Discrepancy

Dear Customer Service Team,

I hope this message finds you well. I am writing to seek clarification regarding a billing issue I have encountered on my account [Your Account Number]. My recent bill dated [Bill Date] indicates charges that I do not understand, specifically the [Mention Specific Charge or Item].

I kindly request a detailed breakdown of these charges, as well as an explanation of any applicable adjustments or offers that could clarify this discrepancy. Ensuring transparent communication on these matters is very important to me.

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

Sincerely,

[Your Name]