

# Letter of Clarification for Billing Misunderstanding

Date: [Insert Date]

To: [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 clarify a misunderstanding regarding my recent billing statement dated [Insert Billing Date]. Upon reviewing the invoice, I noticed a discrepancy that I would like to address.

Specifically, I would like to draw your attention to the following item(s):

- [Description of the item or service in question]
- [Any relevant dates or charges]

I believe that there has been an error in billing due to [briefly mention the reason for misunderstanding]. I kindly ask you to review this matter and provide clarification or correction as necessary.

Thank you for your attention to this matter. I appreciate your prompt response so we can resolve this issue quickly. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]