

Letter of Explanation for Incorrect Billing Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to bring to your attention an issue I have encountered with my recent billing statement dated [Insert Date of Statement]. I have reviewed the charges listed and noticed some discrepancies that I would like to clarify.

Specifically, I have found that [briefly describe the discrepancies, e.g., incorrect charges, missing credits, etc.]. For your reference, I have attached copies of the relevant documents, including my previous statements and any correspondence related to this matter.

I would appreciate your assistance in reviewing this matter promptly. Please let me know if you require any further information or documentation to resolve this issue. I look forward to your response and hope we can rectify this billing error swiftly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]