

Payment Billing Confusion Explanation

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent confusion regarding the payment billing for my account, [Insert Account Number or Reference].

Upon reviewing my statement for the period of [Insert Date Range], I noticed discrepancies that do not align with my records. Specifically, the charges listed on [Insert Dates or Specific Charges] were unexpected. I would appreciate your assistance in clarifying these charges and reconciling the differences.

I have attached all relevant documents for your review, including my previous payment confirmations and account statements. If required, I am available for a discussion at your convenience to resolve this matter promptly.

Thank you for your attention to this issue. I look forward to your swift response.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]