

Subject: Inquiry Regarding Billing Statement

Dear [Vendor's Name],

I hope this message finds you well. I am writing to bring to your attention a few discrepancies I have noticed in the recent billing statement dated [insert date].

Specifically, I would like to clarify the following items:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

Could you please provide additional details on these items? Your assistance in resolving this matter would be greatly appreciated.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]