

Request for Updated Charging Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an updated charging statement for my account [Insert Account Number or Reference] as I require it for my records and accounting purposes.

Could you please provide the updated statement at your earliest convenience? If there are any forms or additional information required from my side, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]