

# Request for Updated Billing Statement

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an updated billing statement for my account ([Your Account Number]) with [Company Name]. It has been some time since I received the last statement, and I would appreciate your assistance in providing the most recent billing details.

Should you require any further information to process my request, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]