

# Billing Inquiry

Your Name: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To Whom It May Concern,

I am writing to formally challenge the accuracy of the billing statement I received for account number [Account Number] dated [Billing Date]. Upon reviewing the statement, I have noted the following discrepancies:

- [Detail of Discrepancy 1]
- [Detail of Discrepancy 2]
- [Detail of Discrepancy 3]

I kindly request that you review my account and provide a corrected billing statement. Attached are copies of documents supporting my claims.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]