

Letter of Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request clarification regarding some charges listed on my recent statement dated [insert statement date]. I have noticed discrepancies that I would like to address promptly.

The charges in question are as follows:

- Charge Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]
- Charge Date: [Insert Date] - Amount: [Insert Amount] - Description: [Insert Description]

I would appreciate it if you could provide a detailed explanation of these charges, including any relevant documentation to clarify their legitimacy. Please respond at your earliest convenience, as I would like to resolve this matter quickly.

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

Sincerely,

[Your Name]