

Attention: Billing Department

Dear [Recipient's Name],

We are writing to bring to your attention an issue regarding our recent billing statement dated [Date of Billing Statement]. It appears that there are discrepancies in the charges listed that do not match our records.

Specifically, the following items are in question:

- [Description of Incorrect Charge 1]
- [Description of Incorrect Charge 2]
- [Description of Incorrect Charge 3]

We kindly request that you review this matter at your earliest convenience and provide clarification or correction of the charges. Please feel free to contact us at [Your Contact Information] should you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]