

# Request for Clarification on Billing Statements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Billing Department/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department/Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain charges reflected in my recent billing statements dated [insert dates].

Specifically, I would like to understand the following items:

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

To ensure timely payments, I would greatly appreciate a detailed breakdown of these charges at your earliest convenience.

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

Sincerely,

[Your Name]