

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Billing Department
Company Name
Company Address
City, State, Zip Code

Dear Billing Department,

I am writing to formally appeal for clarification regarding an inconsistency I have observed in my recent billing statement dated [insert date]. Upon reviewing the charges, I noticed discrepancies that do not align with my previous bills and the services I have utilized.

Specifically, I would like to request clarification on the following charges:

- Charge Description 1: [insert amount] - [insert details]
- Charge Description 2: [insert amount] - [insert details]

I kindly ask that you provide a detailed explanation for these charges and a review of my account to ensure its accuracy. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,
[Your Name]