

# Inquiry Regarding Billing Inconsistencies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire regarding the billing discrepancies observed in my recent statements dated [insert date(s)].

Upon reviewing my bills, I have noticed the following inconsistencies: [list specific discrepancies, e.g., incorrect charges, missing discounts, etc.]. I would appreciate your assistance in clarifying these issues and providing a breakdown of the charges.

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

Sincerely,

[Your Name]