

Request for Resolution on Billing Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a resolution regarding a billing issue that I encountered on my recent invoice dated [Insert Invoice Date]. The invoice number is [Insert Invoice Number].

Upon reviewing the charges, I noticed the following discrepancies:

- [Detail the issue, e.g., incorrect charge or service not rendered]
- [Additional details, if necessary]

I would appreciate your prompt attention to this matter and would like to request a detailed explanation of the charges in question. If needed, I am happy to provide any further information to assist in resolving this issue.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]