

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Clarification on Unusual Financial Deductions

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding some unusual deductions that appeared in my recent financial statement dated [insert date]. It has come to my attention that there are deductions that I do not fully understand, and I would appreciate your assistance in clarifying their nature and the reasons behind them.

Specifically, I am concerned about the following deductions:

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

Understanding these deductions is crucial for my financial records and planning, so I would greatly appreciate your prompt response to this matter. Please feel free to contact me at [your phone number] or [your email address] if you need further information to assist with my request.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Sincerely,

[Your Name]