

# Transportation Service Billing Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the billing details for the transportation services provided on [insert service date].

It appears that there are some discrepancies in the billing statement, particularly regarding [briefly describe the issue, e.g., charges that appear too high, missing services, etc.]. I would appreciate it if you could provide clarification regarding these charges.

Additionally, if there are any supporting documents or detailed breakdowns of the charges, I would be grateful if you could send those through as well.

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

Sincerely,

[Your Name]