

Subject: Request for Clarification on Account Charges

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding some recent charges on my account [insert account number or identifier]. Upon reviewing my statement, I noticed several charges that I do not fully understand and would appreciate your assistance in clarifying.

Specifically, the following charges require further explanation:

- [Charge Description 1] - [Date] - Amount: [Amount]
- [Charge Description 2] - [Date] - Amount: [Amount]
- [Charge Description 3] - [Date] - Amount: [Amount]

Could you please provide more details about these charges? I would like to ensure that I understand the basis for these amounts and whether they were applied correctly.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]