

Inquiry Regarding Billing Inconsistencies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Name],

I hope this message finds you well. I am writing to bring to your attention some inconsistencies I have noticed in my recent bills associated with my account (Account Number: [Your Account Number]).

Specifically, I have observed the following discrepancies:

- Bill Date: [Date] - Amount Charged: [Amount] - Description: [Description]
- Bill Date: [Date] - Amount Charged: [Amount] - Description: [Description]
- Bill Date: [Date] - Amount Charged: [Amount] - Description: [Description]

I would appreciate it if you could review my billing records and clarify these inconsistencies at your earliest convenience. If necessary, I can provide additional information to assist with your investigation.

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

Sincerely,

[Your Name]