

Letter of Request for Detailed Billing Explanation

[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,

I am writing to request a detailed explanation of my recent billing statement dated [date of the billing statement]. I have noticed some discrepancies that I would like to clarify.

Specifically, I would appreciate it if you could provide a breakdown of the following charges:

- [Charge 1]
- [Charge 2]
- [Charge 3]

Please include any relevant information that may help me understand these charges better. I believe this will assist us in resolving any potential issues swiftly.

Sincerely,

[Your Name]