

Request for Billing Department Communication Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department's Contact Name],

I am writing to formally request the communication details of your billing department for further inquiries related to my account.

As a valued customer, it is essential for me to have direct contact with the billing team to resolve ongoing issues and clarify billing statements. Please provide the following details:

- Contact Email Address
- Direct Phone Number
- Operational Hours

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

Sincerely,

[Your Name]