

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
Billing Department
[Hospital Name]
[Hospital Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request contact information for the billing department at [Hospital Name]. I require assistance regarding my recent medical expenses incurred during my visit on [Date of Visit].

As I have some questions about the billing details, it would be greatly appreciated if you could provide me with the appropriate contact person or department. I am looking to resolve these queries promptly.

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

Sincerely,
[Your Name]