

Letter of Inquiry for Hospital Billing Department Contact Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Billing Department

[Hospital Name]

[Hospital Address]

[City, State, Zip Code]

Dear Billing Department,

I hope this message finds you well. I am writing to request contact information for the billing department at your hospital. I need to discuss a recent bill and would like to ensure that I have the correct contact details to facilitate this process.

Could you please provide me with the appropriate phone number and email address? Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]