

Request for Information

Date: [Insert Date]

To: Billing Office Staff

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear Billing Office Staff,

I hope this message finds you well. I am writing to request assistance in obtaining specific information related to my account. I would like to connect with a member of your team to discuss billing inquiries and any outstanding details that require clarification.

For your reference, my account number is [Insert Account Number]. I would appreciate it if you could provide me with the contact information of the appropriate staff member who can assist me with my request.

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

Sincerely,

[Your Name]