

Request for Bill Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of my recent bill dated [Insert Bill Date] with the reference number [Insert Reference Number]. Upon reviewing the charges, I have noticed some discrepancies that I would like to clarify.

Specifically, I would like to discuss the following charges:

- [Description of Charge 1]
- [Description of Charge 2]
- [Any Additional Charges]

I would appreciate your assistance in providing further details regarding these charges and would be grateful if you could send me a revised statement if corrections are necessary.

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

Sincerely,

[Your Name]