

Unsatisfactory Billing Inquiry

Date: [Insert Date]

To: [Billing Department Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Billing Department],

I am writing to formally inquire about a billing issue I have encountered with my recent invoice (Invoice Number: [Insert Invoice Number]) dated [Insert Invoice Date].

Upon reviewing the charges, I have noticed several discrepancies that do not align with the services I have received. Specifically, [briefly describe the specific issues, e.g., unexpected charges, incorrect amounts, etc.].

I kindly request a detailed explanation regarding these charges and look forward to receiving a revised invoice reflecting the accurate amounts owed.

Thank you for your prompt attention to this matter. I hope to hear back from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]