

# Letter of Clarification for Unexpected Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding some unexpected charges that appeared on my recent bill dated [Insert Bill Date].

Upon reviewing the statement, I noticed the following charges:

- [Charge Description 1] - [Amount]
- [Charge Description 2] - [Amount]
- [Charge Description 3] - [Amount]

These charges were not anticipated based on my previous understanding of our agreement, and I would appreciate your assistance in providing a detailed explanation for each charge. If this is an error, I kindly request the necessary adjustments be made to my account.

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

Sincerely,

[Your Name]