

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed breakdown of my recent bill dated [Insert Bill Date], account number [Insert Account Number]. I would appreciate it if you could provide a detailed explanation of each charge listed on the bill.

Understanding the specifics of these charges will greatly assist me in managing my account and ensuring all fees are accurate. If necessary, please let me know if there are any forms or additional information you require from my end.

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

Sincerely,

[Your Name]