

# Request for Bill Adjustment Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 formally request details regarding the adjustment of my recent bill dated [Insert Bill Date].

My account number is [Insert Account Number], and I believe there may have been discrepancies regarding certain charges. I would greatly appreciate it if you could provide a breakdown of the charges and any relevant adjustments made.

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

Sincerely,

[Your Name]