

Request for Billing Explanation

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Billing Department

Company Name: [Company Name]

Company Address: [Company Address]

City, State, Zip Code: [City, State, Zip Code]

Dear Billing Department,

I am writing to request an explanation of my recent billing statement dated [Billing Date]. I have noticed some discrepancies that I would like to clarify in order to understand the charges better.

Details of the billing statement:

- Account Number: [Account Number]
- Billing Statement Amount: [Amount]
- Discrepancies: [Describe discrepancies]

I would appreciate it if you could provide a detailed breakdown of the charges and any relevant information regarding the billing process.

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

Sincerely,

[Your Name]