

Clarification Letter for Billing Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a discrepancy I have encountered in my recent billing statement dated [Insert Billing Date]. Upon reviewing the bill, I noticed the following issues:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Additional discrepancies if necessary]

According to my records, the charges mentioned do not align with our previous agreements or the services rendered. I kindly request clarification on these items and any relevant documentation that supports the current charges.

Please find attached copies of my previous bills for your reference.

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

Best regards,

[Your Name]