

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Billing Department's Name],

I am writing to express my concern regarding unexpected discrepancies in my recent bill, dated [insert date]. Upon reviewing the charges, I noticed [briefly describe the discrepancies].

These charges seem inconsistent with my previous bills and my understanding of the service agreements. I would appreciate it if you could provide clarification regarding these discrepancies.

I look forward to your prompt response so we can resolve this matter quickly.

Thank you for your attention to this issue.

Sincerely,

[Your Name]