

Billing Confirmation Request

Date: [Insert Date]

To: [Billing Department/Recipient Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Confirmation Request for Multi-Unit Billing

Dear [Recipient Name],

I hope this message finds you well. I am writing to request confirmation regarding the billing for multiple units under my account.

Details of the units are as follows:

- Unit 1: [Description/Address]
- Unit 2: [Description/Address]
- Unit 3: [Description/Address]

Please confirm the billing amounts and any upcoming payment due dates for these units at your earliest convenience. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]