

# Multi-Unit Billing Explanation Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Billing Department Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Billing Department Name],

I hope this message finds you well. I am writing to request a detailed explanation regarding the multi-unit billing charges on my recent statement. My account number is [Your Account Number].

Specifically, I would like clarification on the following items:

- Billing periods for each unit
- Breakdown of charges related to [specific services]
- Any discrepancies I may not be aware of

It is important for me to understand these charges in order to ensure all billing is accurate and transparent. I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]