

Billing Inquiry

Date: [Insert Date]

To: [Billing Department Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Billing Department Name],

I am writing to inquire about the billing for my multiple residential units under account number [Insert Account Number]. I have some clarifications needed regarding the latest invoice received on [Insert Invoice Date].

Specifically, I would like to understand the following:

- Breakdown of charges per unit
- Any discrepancies noticed in prior charges
- Details on any additional fees applied

Your prompt attention to these concerns would be greatly appreciated, as it will help me ensure all my payments are in order.

Thank you for your assistance.

Sincerely,

[Your Name]