

Account Billing Review

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter is a formal request for a review of your account billing as we have noticed some discrepancies that need clarification.

Account Number: [Insert Account Number]

Billing Period: [Insert Billing Period]

Details of discrepancy:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We kindly ask you to review these items and provide us with your feedback or any necessary corrections by [Insert Deadline]. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Contact: [Your Contact Information]