

Billing Statement Clarification Request

Date: [Insert Date]

To: [Billing Department/Contact Name]

Company Name: [Your Company Name]

Address: [Your Address]

Dear [Billing Department/Contact Name],

I hope this message finds you well. I am writing to seek clarification regarding the billing statement dated [Insert Date of Statement] that I received, which indicates an amount of [Insert Amount].

Upon reviewing the details, I noticed the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

I would appreciate it if you could provide further information regarding these charges and help me understand the components of the billing statement. It would be beneficial to have a breakdown of the charges to address my concerns accurately.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]