

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

[Restaurant Name]  
[Restaurant Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request clarification regarding a recent bill I received from your restaurant during my visit on [Date of Visit]. I appreciate the wonderful service and dining experience, but I have some questions regarding specific charges listed on the bill.

Specifically, I would like to understand the following charges:

- [Detail of Charge 1]
- [Detail of Charge 2]
- [Detail of Charge 3]

Could you please provide a detailed breakdown of these charges? Your assistance will help ensure that everything is accurate, and I appreciate your prompt attention to this matter.

Thank you in advance for your help. I look forward to your response.

Sincerely,  
[Your Name]