

Billing Discrepancy Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 bring to your attention a discrepancy I have noticed in my recent billing statement dated [Insert Statement Date]. My account number is [Insert Account Number].

The specific issue I have identified is [describe the discrepancy in detail, eg. incorrect charge, missing payment, etc.]. According to my records, [provide any relevant details or evidence].

I kindly request that you review this matter at your earliest convenience and provide clarification or corrections as necessary. If you require any additional information from my side, please do not hesitate to ask.

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

Sincerely,

[Your Name]