

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my recent bill dated [Insert Bill Date], with reference number [Insert Reference Number].

Upon reviewing the bill, I noticed some discrepancies pertaining to [briefly describe the discrepancy, e.g., unexpected charges, unclear fees, etc.]. I would appreciate your assistance in clarifying the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Best regards,

[Your Name]

[Your Position, if applicable]