

# Billing Issue Explanation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a billing issue that I have encountered with my recent statement dated [Date of Statement].

Upon reviewing my bill, I noticed a discrepancy regarding [describe the specific issue, e.g., an incorrect charge, missing payment]. The charge in question is [specify amount] which was unexpected because [provide reasoning or evidence].

I kindly request your assistance in resolving this matter at your earliest convenience. I believe that a review of my account and the associated charges will clarify this issue.

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

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]