

Subject: Request for Complete Bill Review

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a complete review of my recent bill dated [Bill Date] for [Service/Product].

Upon reviewing the charges, I noticed some discrepancies that I would like to discuss further. I would appreciate it if you could provide a detailed breakdown of the charges and any additional information regarding this bill.

Your prompt attention to this matter would be greatly appreciated. Please let me know if there is a convenient time for us to discuss this over the phone or in person.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]