

Letter of Demand for Comprehensive Billing Breakdown

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a comprehensive breakdown of the billing details for my account ([Account Number/Reference]) that was issued on [Invoice Date].

Despite my review of the bill, I find it necessary to seek clarification on several charges that appear to be inconsistent with my expectations and previous agreements.

To assist in resolving this matter efficiently, I would like the following information:

- Itemized list of all services rendered.
- Breakdown of all associated costs including taxes and fees.
- Any applicable discounts or adjustments.

I would appreciate your prompt attention to this matter and request that you provide the detailed breakdown by [Deadline Date]. If you require any further information from my end, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]