

Follow-up on In-Depth Billing Request

Dear [Billing Department/Contact Name],

I hope this message finds you well. I am writing to follow up on my previous request for an in-depth billing statement dated [original request date]. I understand that processing times may vary, but I would appreciate any updates you could provide regarding the status of my request.

As a reminder, the details of my request are as follows:

- Account Number: [Your Account Number]
- Billing Period: [Specify Period]
- Nature of Request: [Specify Request Details]

Your assistance in providing this information at your earliest convenience would be greatly appreciated. If you require any further details or documentation from my side, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]