

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Billing Department
Company Name
Company Address
City, State, Zip Code

Dear Billing Department,

I am writing to formally request a detailed billing statement for my account (Account Number: [Insert Account Number]). I would like to receive a breakdown of all charges and payments made over the past [insert time period] to ensure my records are accurate.

Please send the requested statement to my email address or mailing address listed above at your earliest convenience. If you require any additional information, do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]