

Notice of Request for Detailed Account Bill Explanation

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed explanation regarding my recent account bill dated [Insert Date of Bill], reference number [Insert Bill Reference Number].

Upon reviewing the bill, I noticed some discrepancies that I would appreciate further clarification on, specifically the following charges:

- [Charge Description 1] - [Amount]
- [Charge Description 2] - [Amount]
- [Additional Charges as needed]

I kindly ask you to provide a detailed breakdown of these charges at your earliest convenience. Your assistance in this matter is greatly appreciated and will help me in making timely payments.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]