

Request for Specific Breakdown of Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed breakdown of charges related to my account [insert account number or reference] for the billing period [insert dates].

Understanding the specific charges would greatly assist me in managing my finances and addressing any discrepancies that may arise.

I would appreciate it if you could provide this information at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]