

# Request for Thorough Billing Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[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 thorough billing information regarding our recent transactions with [Company Name]. As we aim to maintain accurate records and ensure timely payments, having detailed billing statements is essential for our accounting purposes.

Specifically, we would appreciate if you could provide the following information:

- Invoice numbers and dates
- Itemized lists of charges
- Payment terms and conditions
- Any outstanding balances

We value our partnership with [Company Name] and your prompt attention to this matter will be greatly appreciated. Should you have any questions or need further information, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]