

Subject: Inquiry Regarding Billing Discrepancies

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about some discrepancies I have observed in my latest billing statement (Account Number: [Your Account Number]).

Upon reviewing my statement dated [Date of Statement], I noticed the following discrepancies:

- [Describe Discrepancy 1]
- [Describe Discrepancy 2]
- [Describe Discrepancy 3]

I would appreciate it if you could provide clarification on these issues at your earliest convenience. Please let me know if you require any further information from my end to assist in this matter.

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

Sincerely,

[Your Name]