

[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 formally request clarification regarding certain excess charges that have appeared on my recent bill dated [Date of the bill]. The amount charged exceeds my expectations and the agreed-upon terms of our contract.

Specifically, I would like to know:

- The reason for the additional charges.
- Any relevant details or documentation that support this increase.
- How the charges were calculated and whether they align with our existing agreement.

I would appreciate your prompt attention to this matter, as I would like to resolve it as soon as possible. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this issue further.

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]