

Monthly Billing Statement Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide clarification regarding your recent monthly billing statement dated [Insert Date].

After reviewing your account details, we noticed some discrepancies that we would like to address:

- Item 1: [Description of the discrepancy]
- Item 2: [Description of the discrepancy]
- Item 3: [Description of the discrepancy]

We apologize for any confusion this may have caused. To resolve this matter, we kindly request that you verify the following:

1. [Specific action you need the recipient to take]
2. [Additional information or documents needed]

For your convenience, we have attached documentation supporting the corrections made. Should you have any further questions or require additional assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter. We appreciate your prompt action.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]