

Billing Discrepancy Clarification

Date: [Insert Date]

To: [Account Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Account Manager's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed in my recent billing statement for account number [Account Number].

Upon reviewing the charges dated [Date of Charge], I observed that [briefly explain the discrepancy, e.g., "the amount charged was higher than the agreed rate"]. I kindly request your assistance in clarifying this situation.

For your convenience, I have attached copies of my billing statement and any relevant correspondence that supports my claim.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]