

Billing Discrepancy Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to bring to your attention a discrepancy I have noticed in my recent billing statement dated [Insert Billing Date]. My account number is [Insert Account Number].

Upon reviewing the statement, I found the following issues:

- [Describe the first discrepancy]
- [Describe the second discrepancy, if applicable]

I would appreciate it if you could provide clarification regarding these discrepancies at your earliest convenience. If necessary, I can provide additional information or documentation to assist in resolving this matter.

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

Sincerely,

[Your Name]