

Billing Inconsistency Notification

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Billing Department/Contact Name],

I hope this message finds you well. I am writing to address a discrepancy I have noticed in my recent billing statement dated [Insert Statement Date]. Upon reviewing the charges, it appears that there are inconsistencies that I would like to clarify.

The following items have raised concerns:

- Description of Charge 1: [Insert Details]
- Description of Charge 2: [Insert Details]
- Description of Charge 3: [Insert Details]

According to my records, the amounts charged do not match the expected charges as per my agreement. I would appreciate it if you could provide clarification on these discrepancies.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]

[Your Account Number]