

Billing Inquiry Regarding Inconsistencies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Billing Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Billing Department,

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

Specifically, I have observed the following inconsistencies:

- [Describe the first inconsistency]
- [Describe the second inconsistency]
- [Describe additional inconsistencies as needed]

I would appreciate it if you could review these discrepancies and provide a detailed explanation. Additionally, please let me know if any further information is required on my part to resolve these issues.

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

Sincerely,

[Your Name]