

Request for Clarification of Phone Bill

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Phone Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to seek clarification regarding my recent phone bill dated [Date of Bill]. I have noticed some charges that I do not recognize and would appreciate your assistance in understanding them.

The specific charges in question are as follows:

- [Charge 1 Description and Amount]
- [Charge 2 Description and Amount]
- [Charge 3 Description and Amount]

Could you please provide a detailed explanation of these charges at your earliest convenience? I would like to resolve any discrepancies as soon as possible.

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

Sincerely,

[Your Name]