

Request for Itemized Bill Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Manager's Name],

I hope this message finds you well. I am writing to request a review of my recent bill dated [Insert Bill Date] for account number [Insert Account Number].

Upon reviewing the statement, I noticed some charges that I would like to have clarified. To ensure I fully understand all the components of the bill, I would appreciate it if you could provide an itemized statement that breaks down each charge in detail.

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

Sincerely,

[Your Name]