Account Billing Query

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Billing Department/Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about a billing issue related to my account (Account Number: [Your Account Number]).

Upon reviewing my recent statement, I noticed discrepancies that I would appreciate your assistance in resolving. Specifically, I am concerned about [describe the specific billing issue, e.g., unexpected charges, missing credits, etc.].

Please provide clarification regarding this matter at your earliest convenience. I would like to ensure that my account is accurate and up to date.

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

Sincerely,

[Your Name]