

# Billing Statement Review

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We appreciate your business and are writing to address the review of your latest billing statement dated [Insert Date]. After our initial assessment, we would like to clarify a few items.

Please find attached the detailed billing statement for your review. We kindly ask you to verify the charges and let us know if there are any discrepancies or concerns.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]