

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my recent service bill dated [insert date of the bill]. I have reviewed the invoice but require further information on the following items:

- [Specify Item/Charge 1]
- [Specify Item/Charge 2]
- [Specify Item/Charge 3]

Understanding these charges will help me resolve any discrepancies and make timely payments. I would appreciate it if you could provide the necessary details at your earliest convenience.

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

Sincerely,

[Your Name]