

Billing Clarification Request

Date: [Insert Date]

To: [Billing Department/Contact Name]

Company Name: [Company Name]

Address: [Company Address]

Subject: Clarification on Billing Inaccuracy

Dear [Billing Department/Contact Name],

I hope this message finds you well. I am writing to bring to your attention an inaccuracy I discovered in my recent bill dated [Insert Date of Bill]. After reviewing the details, I found that [describe the inaccuracy, e.g., incorrect amount charged, duplicate charges, etc.].

For your reference, the details are as follows:

- **Account Number:** [Your Account Number]
- **Billing Period:** [Billing Period]
- **Inaccurate Charge Description:** [Describe the charge]
- **Expected Charge:** [Your expected charge]

I kindly request a review of this matter and an explanation for the discrepancy. I would greatly appreciate any documentation or statements that can clarify this issue.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]