

# Subject: Concern Regarding Billing Discrepancies

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding discrepancies I have noticed in my recent billing statement dated [insert date].

Upon reviewing the statement, I observed the following discrepancies:

- [Discrepancy 1 - Description]
- [Discrepancy 2 - Description]
- [Discrepancy 3 - Description]

I would appreciate it if you could look into these discrepancies and provide clarification at your earliest convenience. I have attached copies of relevant documents for your reference.

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 Address]