

Billing Statement Review

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a review of the billing statement we received on [Insert Date]. We have noticed a few discrepancies that we would like to clarify.

Details of the Billing Statement

- Invoice Number: [Insert Invoice Number]
- Amount Due: [Insert Amount]
- Due Date: [Insert Due Date]

Discrepancies Noted

1. [Describe the first discrepancy]
2. [Describe the second discrepancy]
3. [Describe any additional discrepancies]

We would appreciate it if you could provide clarification on these items at your earliest convenience. If needed, we are available for a call to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]