

Request for Clarification on Gas Account Charges

Date: **[Insert Date]**

To: **Customer Service Department**

[Gas Company Name]

[Gas Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request clarification regarding some charges on my gas account, account number **[Your Account Number]**. Upon reviewing my latest billing statement dated **[Billing Date]**, I have noticed several discrepancies that I would appreciate your assistance in explaining.

Specifically, I would like to know more about the following charges:

- **[Describe Charge 1]**
- **[Describe Charge 2]**
- **[Describe Charge 3]**

Could you please provide a breakdown of these charges and any relevant details explaining their calculation? Your prompt response would be greatly appreciated and will help to ensure that my account remains in good standing.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]