

# Billing Issue Clarification

Customer Name: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: [Service Provider's Name]

Billing Department

[Service Provider's Address]

Dear [Service Provider's Name or Customer Support],

I am writing to address a billing issue that I have encountered with my account (Account Number: [Your Account Number]). I have reviewed my most recent bill dated [Bill Date], and there are several discrepancies that I would like to clarify.

Specifically, I noticed the following issues:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

I would appreciate it if you could investigate these discrepancies and provide me with an explanation. If necessary, please let me know if you require any additional information from my end to facilitate the resolution of this matter.

Thank you for your prompt attention to this issue. I look forward to your response at your earliest convenience.

Sincerely,

[Your Name]