

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Billing Department/Specific Contact Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my billing information. It has come to my attention that there may have been updates or changes that I need to be aware of.

Could you please provide me with the most current billing statements and any relevant details associated with my account? My account number is [Your Account Number].

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

Sincerely,

[Your Name]