

Billing Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Billing Department Contact Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Contact Name],

I hope this message finds you well. I am writing to request clarification regarding my recent billing statement dated [Insert Statement Date]. I noticed some discrepancies that I would like to address.

Specifically, I would like clarification on the following charges:

- Charge 1: [Description and Amount]
- Charge 2: [Description and Amount]

Could you please provide further details or corrections regarding these charges? I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]