

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding some discrepancies I have noticed on my recent billing statement dated [insert date of statement].

Specifically, I would like to inquire about the following items:

- [Describe the first anomaly]
- [Describe the second anomaly]
- [Describe any additional anomalies]

These discrepancies have raised some concerns, and I would greatly appreciate your assistance in providing clarification or corrections where necessary. If further documentation is required from my end, please let me know.

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

Sincerely,

[Your Name]