

# Letter of Clarification on Billing Concerns

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some billing concerns that have recently come to my attention regarding my account [Account Number].

It appears that there are discrepancies on my latest invoice dated [Invoice Date], specifically related to [mention specific items in question]. I would greatly appreciate it if you could provide clarification on the charges listed and any relevant documentation to support them.

Understanding these charges is important to ensure accuracy and maintain transparency. Please let me know if there is a convenient time for us to discuss this matter further, or if you could provide the necessary information via email.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]