

Billing Statement Query

Date: [Insert Date]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

To: [Billing Department]

Company Name: [Insert Company Name]

Address: [Company Address]

Dear [Billing Department],

I hope this message finds you well. I am writing to inquire about my recent billing statement dated [Insert Statement Date]. I have noticed some discrepancies that I would like to discuss.

Specifically, I would like clarification on the following items:

- [Item/Charge 1]
- [Item/Charge 2]
- [Item/Charge 3]

Could you please provide further details regarding these charges at your earliest convenience? It would greatly assist me in resolving this matter.

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

Sincerely,

[Your Name]

[Your Phone Number]