

Billing Clarification Request

Date: [Insert Date]

To: [Billing Department Name]

[Company Name]

[Company Address]

Dear [Billing Department/Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my recent bill dated [Insert Bill Date], account number [Insert Account Number]. Upon reviewing the charges, I noticed some discrepancies that I would like to address.

Specifically, the charges for [describe the specific charges] do not align with my understanding of the services provided. I would appreciate it if you could provide a detailed explanation of these charges and, if possible, copies of any relevant documentation.

Thank you for your attention to this matter. I look forward to your prompt response so that we can resolve this issue as quickly as possible. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]