

# Billing Review Inquiry

Date: [Insert Date]

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 inquire about a recent billing statement dated [Insert Date of Statement] for account number [Insert Account Number]. I have noticed some discrepancies that I would like to clarify.

The specific charges in question are as follows:

- [Description of Charge 1] - [Amount]
- [Description of Charge 2] - [Amount]
- [Description of Charge 3] - [Amount]

Could you please provide a detailed breakdown of these charges and any supporting documentation? I would appreciate your prompt response as I would like to resolve this matter at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]