

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an explanation regarding some discrepancies I have noticed in my recent international billing statements. Specifically, I have observed [describe the issues in detail, e.g., unexpected charges, differences in currency conversion rates].

These inconsistencies have raised concerns, and I would appreciate your assistance in clarifying these matters. I kindly request a detailed breakdown of the charges and an explanation of the billing procedures followed for international transactions.

Thank you for your attention to this matter. I look forward to your prompt response so that we can resolve these issues expeditiously.

Sincerely,

[Your Name]