

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

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 inquire about obtaining a tailored billing statement for my account with [Company Name]. As I am currently reviewing my financial records, a detailed statement would greatly assist me in ensuring accuracy and addressing any discrepancies.

Could you please provide me with the billing statement that outlines the specific transactions and charges relevant to my account? If there are any forms or further information required from my end, kindly let me know, and I will be happy to comply.

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

Sincerely,  
[Your Name]