

acknowledgment of billing statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Billing Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Billing Company Name],

I am writing to formally acknowledge the receipt of my recent billing statement dated [Insert Statement Date]. I have reviewed the details and confirm that the charges are accurate and align with my records.

Thank you for your attention to detail and prompt service. If there are any further documents or confirmations needed from my side, please let me know.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]