

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a billing discrepancy that I have recently noticed on my account.

Invoice Number: [Invoice Number]

Date of Invoice: [Date]

Amount Billed: [Billed Amount]

Upon reviewing the details, I found [describe the specific discrepancy, e.g., an overcharge, missing service, etc.]. I believe this may have occurred due to [any possible reasons you feel might explain the discrepancy].

I would greatly appreciate your assistance in resolving this matter. It would be helpful if you could provide clarification on this billing issue. If necessary, I am willing to provide any additional information you may need.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]