

Billing Adjustment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about a recent billing adjustment that appears to have been applied to my account (Account Number: [Insert Account Number]).

On [Insert Date of Transaction], I noticed an adjustment of [Insert Amount] that was different from my expectations based on [briefly explain the situation or service in question]. I would appreciate it if you could provide clarification regarding this adjustment.

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

Sincerely,

[Your Name]