

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Billing Support Team]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Billing Support Team,

I hope this message finds you well. I am writing to inquire about a billing issue related to my account ([Your Account Number or ID]).

[Briefly describe the issue, including any relevant dates, charges in question, or specific details that will help explain your situation.]

I would appreciate your assistance in resolving this matter at your earliest convenience. Please let me know if you require any additional information from my side.

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

Sincerely,
[Your Name]