

[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 request assistance regarding a billing issue I have encountered. My account number is [Your Account Number], and the issue pertains to [Brief Description of the Issue].

I would appreciate your help in resolving this matter at your earliest convenience. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]