

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on Xero Billing Inquiry

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding the billing issues I encountered with my Xero account on [mention the specific date or reference number].

As mentioned in my initial communication, I am seeking clarification on [briefly summarize the billing issue or question]. I appreciate your attention to this matter and would be grateful for any updates or information you can provide.

Please let me know if you require any further details to assist with my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]