

Certainly! Here's an example:

****Subject: Inquiry Regarding Billing Discrepancy****

Dear [Billing Department/Name],

I hope this message finds you well. I am writing to bring to your attention an issue I noticed with my recent billing statement for [service/product] dated [date]. It appears there may be a discrepancy that I wanted to clarify.

Upon reviewing the statement, I observed an unexpected charge of [specific amount] under [specific item or service]. I believe there might have been an error, as this was not anticipated in our agreement.

Could you please provide further clarification or review this charge at your earliest convenience? I understand that mistakes can happen, and I would appreciate your assistance in resolving this matter.

Thank you for your attention to this issue, and I look forward to your prompt response. Please let me know if you need any additional information from my end to expedite the process.

Best regards,

[Your Full Name]

[Your Contact Information]

[Your Account Number, if applicable]
