

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Information – Increase in Bill Amount

Dear :

I recently received my current bill for your services and I noticed a 3% increase in the overall total. I am requesting that you submit information to me concerning the cause of the increase.

Your attention to this matter is greatly appreciated.

Sincerely,

N A M E