Date:

To

[The Recipient Name]  
[Address]

Dear Mr. [name]

**Subject: Request letter for charge statement**

Respected Sir,

With reference to the last purchase made by me from your company, we have come to know that you have not issued the billing details against our recent purchase. All the products that you have supplied to my store in the month of March have not been charged by you. Therefore, you are requested to share the charge details of my all-recent purchases from your company.

It is a humble request from me to share the bill details at your earliest convenience. It would be very easy for us to close our accounts with the payment of all the pending dues. A quick response from your side will always be appreciated.

Yours Sincerely.

Name  
Designation  
Department name