

Billing Dispute Letter

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

Customer Service Department
[Telecommunications Company Name]
Company Address
City, State, Zip Code

Subject: Billing Dispute for Account #[Your Account Number]

Dear Customer Service Team,

I am writing to formally dispute a billing issue that I have encountered with my account #[Your Account Number]. I received my most recent bill dated [Bill Date], and there are discrepancies that I believe need to be addressed.

Specifically, the following charges are in question:

- Charge description with amount - [Amount]
- Charge description with amount - [Amount]

I have attached copies of my previous bills and any relevant correspondence for your review. I kindly ask that you investigate this matter and rectify the errors at your earliest convenience.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,
[Your Name]