

Billing Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Billing Dispute and Account Ownership Verification

Dear Customer Service Representative,

I am writing to dispute a recent billing statement for my account, [Account Number]. I have noticed discrepancies related to [specify disputed charges or issues] which I believe do not accurately reflect my usage or agreements with your company.

In order to resolve this matter, I kindly request verification of account ownership and the details pertaining to the charges in question. I would appreciate if you could provide me with the following information:

- Verification of my account ownership.
- A detailed breakdown of the charges for the disputed period.
- Any relevant agreements or contracts associated with my account.

Please find attached copies of my identification and any supporting documents for your review. I look forward to your prompt response to resolve this matter swiftly.

Thank you for your attention to this issue.

Sincerely,

[Your Name]