

# Billing Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Billing Statement Clarification - Account #[Your Account Number]

Dear Customer Service,

I hope this message finds you well. I am writing to formally dispute a charge on my recent billing statement for my telecom account #[Your Account Number] dated [Billing Statement Date].

Upon reviewing my bill, I noticed a charge of [Disputed Amount] that does not match my understanding of the services I have received. Specifically, I would like clarification on [Briefly describe the disputed charge and the reason you believe it is incorrect].

I would appreciate your prompt attention to this matter and a detailed explanation regarding this charge. If necessary, I am more than willing to provide any additional information you might require for clarification.

Thank you for your assistance in resolving this issue. I look forward to your prompt response.

Sincerely,

[Your Name]