

Billing Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

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

Dear Customer Service,

I am writing to formally dispute an incorrect charge on my recent bill dated [Insert Bill Date], for account number [Insert Account Number]. Upon reviewing my bill, I noticed a discrepancy with the following charges:

- [Description of Charge 1] - [Amount]
- [Description of Charge 2] - [Amount]

According to my records, these charges are incorrect because [brief explanation of why the charges are disputed]. I have attached supporting documentation that includes [list of attachments, e.g., previous bills, account agreement, etc.].

I kindly request that these charges be investigated and corrected on my account. Please confirm receipt of this letter and let me know the outcome of your investigation.

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

Sincerely,
[Your Name]