

# Letter of Dispute for Missed Payment Arrangements

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]

Dear Customer Service Team,

I am writing to formally dispute a recent billing issue concerning my account ([Your Account Number]) with [Telecom Company Name]. I have been notified of a missed payment arrangement that I believe requires reconsideration.

On [insert date], I reached out to discuss an arrangement to defer my payment due to [briefly explain the reason, e.g., unexpected financial hardship]. We agreed on a new payment schedule, which I followed. However, I received a notice stating that I have missed the payment deadline.

According to our agreement, my payment was to be adjusted to [insert agreed payment amount] to be paid on [insert agreed payment due date]. I believe there has been a misunderstanding regarding my account status.

I kindly request a review of my account records and the reinstatement of the agreed payment arrangement. Please find attached [mention any relevant documents, e.g., email correspondence, payment confirmations, etc.] as evidence of our agreement.

Thank you for your prompt attention to this matter. I look forward to resolving this issue amicably. Please feel free to contact me at [insert phone number] or [insert email address] for any further information.

Sincerely,

[Your Name]