

Your Name

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Customer Service Department

Telecom Company Name

Company Address

City, State, Zip Code

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

Dear Customer Service Team,

I am writing to formally dispute a charge on my recent billing statement for my account (Account Number: [Your Account Number]). I have reviewed my bill for the period of [Insert Billing Period] and have identified an overcharge that I believe is incorrect.

The total amount billed for this period is [Total Amount Billed], which exceeds my standard monthly rate of [Your Standard Rate]. I have attached copies of my previous bills and any relevant documentation to support my claim.

I kindly request that you review my account and rectify this issue at your earliest convenience. Please provide me with a written response to confirm the correction and any adjustments that will be made to my account.

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

Sincerely,

Your Name