

# Billing Dispute Letter

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number

**Date:** [Insert Date]

**Billing Department**

[Telecom Company Name]  
Company Address  
City, State, Zip Code

Subject: Billing Dispute for Promotional Plan Discrepancies

Dear Billing Department,

I am writing to formally dispute a billing discrepancy related to my account ([Insert Account Number]) for the promotional plan I enrolled in on [Insert Enrollment Date]. Upon reviewing my recent statements, I noticed discrepancies between the charges applied and the promotional rates that were promised to me at the time of enrollment.

Specifically, I was assured that my monthly charges would be [Insert Promised Amount], but I have been billed [Insert Actual Amount] for the last [Insert Number of Months]. I have attached relevant documentation, including copies of my promotional agreement and monthly statements for your reference.

I kindly request a thorough review of my account and an adjustment to reflect the agreed-upon promotional plan rates. I appreciate your prompt attention to this matter and look forward to your response within 30 days.

Thank you for your assistance.

Sincerely,

[Your Name]