

# Billing Dispute Letter

## Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

## Customer Service Department

Telecom Company Name

Company Address

City, State, Zip Code

## Subject: Dispute of Recurring Billing Errors

Dear Customer Service Team,

I am writing to formally dispute the recurring billing errors on my account with Telecom Company Name. My account number is [Your Account Number].

Upon reviewing my recent bills, I noticed several discrepancies in the amounts charged to my account, specifically on the following dates:

- [Date 1]: [Amount] - [Description of error]
- [Date 2]: [Amount] - [Description of error]
- [Date 3]: [Amount] - [Description of error]

I believe these charges are incorrect due to [brief explanation of the reason for the dispute, e.g., service not rendered, incorrect plan applied, etc.]. I kindly request that you review my account and adjust these charges accordingly.

Attached are copies of my billing statements and any correspondence related to this issue for your reference.

Thank you for your prompt attention to this matter. I look forward to your response within [insert a specific time frame, e.g., 14 days].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]