

Telecom Billing Dispute Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Customer Service Department

[Telecom Company's Name]

[Telecom Company's Address]

City, State, Zip Code

Subject: Dispute of Unauthorized Fees

Dear Customer Service,

I am writing to formally dispute unauthorized fees found on my recent billing statement dated [Insert Billing Date] with account number [Insert Account Number]. Upon reviewing my bill, I noticed a charge of [\$Amount] that I did not authorize or agree to during the service agreement.

I kindly request a detailed explanation of this charge along with any relevant documentation. As per my understanding, no such fee should be reflected on my account. I expect this issue to be resolved promptly, and the unauthorized fee to be refunded to my account.

Please contact me at your earliest convenience to discuss this matter. Thank you for your attention to this urgent issue, and I look forward to your swift response.

Sincerely,

[Your Name]