

Telecom Bill Clarification Request

Date: [Insert Date]

To,

Customer Service Department
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to seek clarification regarding my recent telecom bill for the period of [Insert Billing Period]. In reviewing the bill, I noticed some discrepancies and would appreciate your assistance in understanding the charges.

Details of the charges in question are as follows:

- Item 1: [Description] - Amount: [Insert Amount]
- Item 2: [Description] - Amount: [Insert Amount]
- Item 3: [Description] - Amount: [Insert Amount]

Additionally, I would like to request an update regarding any ongoing promotions, changes to my plan, or potential discounts that may apply to my account.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]