

# Billing Statement Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To Whom It May Concern,

I am writing to request an adjustment to my recent telecom billing statement for the account number [Insert Account Number]. Upon reviewing the statement dated [Insert Statement Date], I noticed discrepancies that I would like to address.

Details of the Issue:

- Charge in question: [Describe charge]
- Amount: [Insert Amount]
- Reason for dispute: [Explain reason]

I kindly ask for your assistance in reviewing this matter and making the necessary adjustments. Attached are copies of relevant documents for your reference.

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

Sincerely,

[Your Name]