

Billing Details Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Correction of Billing Details

Dear Customer Service Team,

I am writing to request a correction in my billing details for my telecom plan. My account number is [Your Account Number]. I have recently noticed discrepancies in my bill dated [Bill Date].

The specific details that need correction are as follows:

- Incorrect Charge: [Description of the incorrect charge]
- Correct Charge: [Description of the correct charge]

I kindly ask you to review my account and make the necessary corrections. If additional information is required, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]