

Request for Bill Adjustment

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 formally request an adjustment to my recent bill due to the significant service outages I experienced during the billing period of [Insert Billing Period].

My account number is [Insert Account Number], and I have been a loyal customer for [Insert Duration of Service]. Unfortunately, I encountered multiple instances of service interruptions that severely impacted my ability to utilize the services I pay for. Specifically, the outages occurred on the following dates:

- [Insert Date 1] - [Brief Description of the Issue]
- [Insert Date 2] - [Brief Description of the Issue]
- [Insert Date 3] - [Brief Description of the Issue]

Given that these outages hindered my access to essential communication services, I kindly request an adjustment to my bill for the affected days. I believe this adjustment would demonstrate your commitment to customer satisfaction.

Thank you for considering my request. I look forward to your prompt response and am hopeful for a favorable resolution.

Sincerely,

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