

Billing Dispute Resolution Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Billing Dispute for Account #[Your Account Number]

Dear Customer Service Team,

I am writing to formally dispute a charge on my recent billing statement for account #[Your Account Number]. The billing period in question is [Billing Period], and the specific charge I am disputing is [Description of Charge].

Upon reviewing my bill, I noticed that this charge does not correspond to the services I subscribed to or was promised, as detailed in our service agreement. I believe this may be an error and would like to request a thorough review of my account.

Please find attached copies of my billing statement and any relevant documentation for your reference. I kindly ask for your prompt attention to this matter and a written response within [Number of Days, e.g., 30 days] from the date of this letter.

Thank you for your consideration. I look forward to your prompt resolution of this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]