

Letter of Inquiry Regarding Billing Error

Your Name

Your Address

Your City, State, Zip Code

Your Email Address

Your Phone Number

Date: [Insert Date]

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

Dear Customer Service Team,

I am writing to inquire about a billing discrepancy that I have recently noticed on my account. My account number is [Your Account Number], and I am referring to the billing statement for the month of [Insert Month].

Upon reviewing my charges, I have found [describe the specific error or discrepancies in detail]. I believe there may have been an error in the billing process, as I was expecting to see [mention usual charges or what you were expecting].

I kindly request an explanation for these charges and any necessary adjustments to my billing statement. Please let me know if you require any further information to assist with this inquiry.

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

Sincerely,

[Your Name]