

Telecom Billing Inaccuracies Report

Date: [Insert Date]

To: [Insert Telecom Company Name]

Address: [Insert Telecom Company Address]

Subject: Report of Billing Inaccuracies

Dear Customer Service Team,

I am writing to formally report several inconsistencies I have noticed in my recent billing statement for account number [Insert Account Number]. I kindly request your immediate attention to this matter.

Upon reviewing the invoice dated [Insert Invoice Date], I found the following discrepancies:

- Charge for [Insert Service]: [Insert Amount] - Expected Charge: [Insert Expected Amount]
- Incorrect usage data for [Insert Service]: [Insert Details]
- Fees for [Insert Additional Charges]: [Insert Amount] - Justification required.

I would appreciate it if you could rectify these errors and provide me with an updated statement at your earliest convenience. Additionally, I would like to understand the basis for the incorrect charges.

Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address] for any further information you may need to resolve this issue.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]