

Telecom Charge Correction Request

To: [Telecom Company Name]

Address: [Telecom Company Address]

Date: [Insert Date]

Account Number: [Your Account Number]

Dear [Customer Service Manager/Team],

I am writing to formally request a correction to my recent telecom charges on my account. I have noticed discrepancies that do not reflect my usage.

Details of the charges in question:

- Charge Date: [Insert Date]
- Charge Amount: [Insert Amount]
- Description: [Insert Description]

I believe these charges are incorrect due to [briefly explain reason, e.g., "an error in billing," "services not used," etc.].

I kindly request a thorough review of my account and an adjustment of these charges as necessary. Please let me know if you require any further information or documentation to facilitate this process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]