

Billing Rectification Request

Date: [Insert Date]

To,

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

Subject: Request for Rectification of Erroneous Billing

Dear Customer Service Team,

I am writing to formally request the rectification of an error I have identified in my recent billing statement for the account number [Insert Account Number]. Upon reviewing my bill for the period of [Insert Billing Period], I noticed discrepancies that appear to be erroneous.

The specific charges that I dispute include:

- [Description of Charge 1]: [Amount]
- [Description of Charge 2]: [Amount]

According to my understanding of the services I subscribed to, these charges are inconsistent with the agreed-upon rates and services. I kindly request a detailed review of my account and the applicable charges.

Please find attached copies of my previous bills, payment receipts, and relevant correspondence for your reference.

I would appreciate your prompt attention to this matter and look forward to a revised bill reflecting the accurate charges. Should you require any further information to resolve this issue, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Address]
[City, State, ZIP Code]