

Formal Complaint Regarding Telecom Service Misuse

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

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

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding the misuse of my telecom services associated with account number [Your Account Number]. On [date of incident], I noticed unauthorized charges on my bill, which I believe are a result of misuse of my account.

I kindly request a thorough investigation into this matter and a detailed explanation surrounding these charges. I have attached relevant documents for your review.

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

Sincerely,
[Your Name]