

Resolution Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Resolution - Unauthorized Telecom Services

Dear [Telecom Company Representative's Name],

I am writing to formally request a resolution regarding unauthorized telecom services billed to my account (Account Number: [Your Account Number]).

Upon reviewing my recent statements, I noticed charges for services that I did not authorize or use. These charges are unacceptable, and I am requesting that they be investigated and removed from my account promptly.

Please find attached relevant documentation, including copies of my recent bills and any other pertinent information. I expect a response within [insert a reasonable timeframe, e.g., 14 days] to confirm the status of this issue.

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

Sincerely,

[Your Name]