

# Unauthorized Billing Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Telecommunications Provider Name]

[Provider Address]

[City, State, Zip Code]

## **Subject: Appeal of Unauthorized Billing**

Dear Customer Service Manager,

I am writing to formally contest the billing statement dated [Insert Billing Date], which includes charges that I believe are unauthorized. My account number is [Insert Account Number].

Upon reviewing my latest bill, I noticed a charge of [Insert Amount] for [Describe Unauthorized Charge], which I did not authorize or subscribe to. This charge is both unexpected and unwarranted.

I kindly request that you investigate this matter and reverse the unauthorized charges. I expect a response to my appeal by [Insert Response Deadline]. Please find all relevant documentation attached to support my claim.

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

Sincerely,

[Your Name]