

Letter of Appeal for Telecom Charges Reimbursement

Date: [Insert Date]

To,
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Appeal for Reimbursement of Telecom Charges

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the reimbursement of telecom charges incurred during [specific period or events]. The total amount of charges that I believe were incorrectly billed is [insert amount].

Details of the charges are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Charges: [Insert Date]
- Nature of Charges: [Explain the nature of the charges]

After reviewing my account and the terms outlined in my service agreement, I believe that these charges are unwarranted due to [explain the reason, e.g., service errors, plan discrepancies, etc.]. I have attached relevant documents that support my case, including [list the documents, e.g., invoices, prior correspondence, etc.].

I kindly request that you review my appeal and consider reimbursing the charged amount. Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]