

Application for Telecom Service Refund

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

[Telecom Company Name]

[Company Address]

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request a refund for telecom services that I believe were not delivered as promised. My account number is [Your Account Number] and the charge is for [specify service/period].

Despite my previous attempts to resolve this matter, [briefly explain the issue, e.g., inconsistencies in billing, service outages, etc.]. I have attached the relevant documentation to support my claim.

According to the terms of service and consumer rights, I respectfully request that my refund be processed promptly. I would appreciate confirmation of this request and information about any further steps I may need to take.

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

Sincerely,
[Your Name]