

Letter of Demand for Telecom Charges Adjustment

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

Subject: Demand for Adjustment of Telecom Charges

Dear Customer Service Team,

I am writing to formally request an adjustment to my telecom charges for the billing period of [insert billing period]. My account number is [insert account number].

Upon reviewing my recent bill, I noticed several discrepancies that do not align with the agreed-upon rates and services. Specifically, I would like to bring to your attention the following issues:

- [Description of the first discrepancy]
- [Description of the second discrepancy]
- [Any additional discrepancies]

According to the terms outlined in our service agreement, I believe I am entitled to a corrected billing statement reflecting these adjustments. I kindly request that you review my account and respond to this matter within [insert timeframe, e.g., 14 days].

Please feel free to contact me at [insert phone number] or [insert email address] should you need any further details to resolve this issue.

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

Sincerely,
[Your Name]