

# **Inquiry Regarding Telecom Billing Reimbursement**

To Whom It May Concern,

I am writing to inquire about the reimbursement process for the telecom billing discrepancies that I experienced during the billing cycle of [insert date]. I have noticed that my bill included charges that were not outlined in my service agreement.

To assist in resolving this matter, I have attached copies of my billing statements as well as the relevant agreement documentation for your review.

Could you please provide me with details regarding the reimbursement process and any further information you may need from my side to expedite this inquiry?

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]