

Request for Telecom Cost Refund

Date: [Insert Date]

To: [Telecom Company Name]

Address: [Telecom Company Address]

Subject: Request for Refund of Telecom Charges

Dear [Recipient's Name or Customer Service],

I am writing to formally request a refund for charges billed to my account ([Your Account Number]) for the period of [Insert Date Range]. After reviewing my billing statements, I have identified discrepancies that I believe warrant a full refund.

Specifically, the charges include [Briefly explain the charges, e.g., overcharge, services not rendered, etc.]. According to the terms of service, I believe these charges are incorrect because [Provide a brief explanation or reference any supporting documents].

Attached to this letter are relevant documents, including my billing statements and any correspondence related to this issue.

Please advise me on the next steps to ensure that the refund process is initiated promptly. I appreciate your attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]