

# Letter of Appeal

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

Customer Service Department  
[Telecom Provider Name]  
[Provider Address]  
[City, State, Zip Code]

Subject: Appeal for Resolution of Billing Inaccuracies

Dear Customer Service Team,

I am writing to formally appeal for resolution regarding inaccuracies I have noticed in my recent billing statement dated [Insert Date]. My account number is [Insert Account Number].

Upon reviewing my bill, I found several discrepancies that I believe require urgent attention. Specifically, [briefly describe the inaccuracies, e.g., charges for services not rendered, unexpected fees, etc.]. These discrepancies have resulted in a total overcharge of [insert amount].

I kindly request that you investigate these inaccuracies and provide clarification regarding these charges. I have attached copies of relevant documentation for your reference.

Thank you for your prompt attention to this matter. I look forward to your response and hope for a swift resolution.

Sincerely,

[Your Name]