

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,

I am writing to formally complain about an inaccurate invoice I received for my telecom services for the billing period of [insert billing period]. The invoice number is [insert invoice number].

Upon reviewing the charges, I noticed discrepancies including [briefly describe the inaccurate charges, e.g., unexpected fees, overcharges, etc.]. These charges do not align with the agreed terms of service, as stated in my service agreement.

I kindly request that you investigate this matter and provide me with a corrected invoice. I expect a prompt response to this issue, as it has caused me significant inconvenience.

Thank you for your attention to this matter. I look forward to your swift resolution of this issue.

Sincerely,
[Your Name]