

Request for Refund Due to Billing Error

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 Team,

I am writing to formally demand a refund for the billing errors reflected in my recent telecom statement dated [insert date]. My account number is [insert account number].

Upon reviewing my bill, I identified the following discrepancies:

- [Describe error 1]
- [Describe error 2]
- [Describe error 3]

According to my records, these charges are incorrect as my agreed plan states [insert plan details]. I kindly request a detailed breakdown of these charges and prompt correction on my account.

Given these errors, I am requesting a full refund amounting to [insert amount] to be credited back to my account within the next 30 days. Failure to address this matter satisfactorily may compel me to escalate this issue.

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

Sincerely,

[Your Name]