

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

**Subject: Disputed Charges on Invoice #[Invoice Number]**

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally dispute certain charges reflected on my most recent invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the billing statement, I noticed discrepancies which I believe are due to incorrect billing.

The following charges are disputed:

- Charge Description 1: \$[amount]
- Charge Description 2: \$[amount]

According to my records, I was not informed about these charges, and they do not reflect the agreed-upon terms of service. I would appreciate your assistance in resolving this matter promptly.

Attached are the relevant documents that support my claim.

Thank you for your attention to this issue. I look forward to your prompt response and resolution of these disputed charges.

Sincerely,

[Your Name]