

Formal Dispute Regarding Overcharged Telecom Services

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Telecom Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service Manager,

I am writing to formally dispute charges on my recent bill for telecom services dated [Bill Date]. My account number is [Account Number]. Upon reviewing the bill, I noticed an overcharge of [Amount Overcharged], which does not correspond to my agreed-upon service plan.

Specifically, I am disputing the following charges:

- [Description of the disputed charge with details]
- [Description of any additional disputed charges]

According to my records, [brief explanation of the reason you believe the charges are incorrect]. I have attached copies of relevant statements and correspondence for your reference.

I kindly request that you investigate this matter and rectify the charges on my account at your earliest convenience. Please confirm in writing that you have received this dispute and provide a timeline for resolution.

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

Sincerely,

[Your Name]