

Letter of Inquiry

Date: [Insert Date]

To,

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

Subject: Inquiry Regarding Erroneous Charges on Telecom Bill

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about some charges that appear to be erroneous on my recent telecom bill dated [Insert Bill Date]. My account number is [Insert Account Number].

Upon reviewing the bill, I noticed the following discrepancies:

- [Description of erroneous charge 1]
- [Description of erroneous charge 2]

I would appreciate it if you could provide an explanation for these charges and confirm if they can be reversed. If necessary, I can provide additional information or documentation to assist in resolving this issue.

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

Sincerely,

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