

Notification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To Whom It May Concern,

I am writing to formally notify you regarding an incorrect billing assessment I received for my telecom account (Account Number: [Insert Account Number]).

Upon reviewing my most recent bill dated [Insert Bill Date], I noticed discrepancies in the charges that do not align with the services I have subscribed to. Specifically, I would like to address the following issues:

- [Description of the first issue]
- [Description of the second issue]
- [Description of any additional issues]

I kindly request a thorough review of my account and an adjustment of the charges accordingly. Please find attached copies of my previous bills for your reference.

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

Sincerely,

[Your Name]