

Request for Billing Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request an adjustment to my account due to billing mistakes that I have identified on my recent statements. My account number is [Insert Account Number].

Upon reviewing my bills dated [Insert Dates], I noticed discrepancies that include [briefly list the mistakes, e.g., incorrect charges, double billing, etc.]. These errors have resulted in an overcharge of [Insert Amount].

I kindly ask that you investigate these issues and provide a prompt adjustment to my account. Enclosed are copies of the relevant statements for your reference.

Thank you for your attention to this matter. I look forward to your swift resolution.

Sincerely,

[Your Name]