

Request for Correction of Billing Discrepancies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a correction of discrepancies found in my recent billing statement for my telecom services.

My account number is [Account Number], and the billing statement in question is dated [Date of Statement]. Upon reviewing the statement, I noticed the following discrepancies:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

These discrepancies have led to an overcharge of [Amount Overcharged]. I kindly request a detailed explanation regarding these charges, along with corrections to be made to my account.

Please find attached any relevant documents to support my request.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]