

Letter of Demand for Specifics on Telecom Billing Practices

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

[Recipient's Name]
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request specific information regarding the billing practices of [Telecom Company Name]. As a valued customer, it is essential for me to understand the details surrounding the charges reflected in my recent billing statements.

Specifically, I would like to obtain clarification on the following items:

- Explanation of any recent changes to my billing rates.
- Details regarding any additional fees that have been applied.
- Breakdown of charges for my services over the last three months.
- Information on dispute resolution processes related to billing discrepancies.

I kindly request a response by [insert deadline, e.g., two weeks from the date of this letter] to ensure that any unresolved issues can be amicably addressed. If I do not receive a satisfactory response within this timeline, I may need to escalate this matter further.

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

Sincerely,

[Your Name]