

Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request clarification regarding the billing cycle terms associated with my account ([Your Account Number]). I would like to better understand the details surrounding my billing cycle, specifically:

- The start and end dates of the billing cycle.
- How charges are calculated during the cycle.
- Any additional fees that may be applied.

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

Sincerely,

[Your Name]