

Billing Clarification Request

Date: [Insert Date]

To,
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Clarification on Billing Statement

Dear Customer Service Team,

I hope this message finds you well. I am writing to seek clarification regarding the billing statement for my residential telecom service account (Account Number: [Insert Account Number]) for the period of [Insert Billing Period].

Upon reviewing my recent billing statement, I have noticed several charges that I do not recognize, specifically: [List specific charges or discrepancies]. I would appreciate it if you could provide an itemized explanation for these charges and ensure that my account reflects the correct billing amount.

Thank you for your attention to this matter. I look forward to your prompt response to help clarify these billing issues.

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