

# Letter of Acknowledgment of Underpayment

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We are writing to acknowledge the underpayment recorded on your account for telecom services provided during the billing period of [Insert Date Range]. Our records indicate that the amount due was [Insert Amount Due], while we have received only [Insert Amount Paid].

Please note that any outstanding balance must be settled by [Insert Payment Due Date] to avoid service disruption. We encourage you to review your account and contact us if you have any questions or require assistance.

Thank you for your attention to this matter. We value your business and look forward to continuing to serve you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]