

# Subject: Appeal for Correction of Underpayment in Telecom Fees

[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 Team,

I am writing to formally appeal for the correction of an underpayment related to my telecom service fees. My account number is [Account Number], and I have been a customer since [Start Date].

Upon reviewing my recent billing statements, I noticed discrepancies that have resulted in an underpayment totaling [Amount]. I kindly request your assistance in rectifying this matter so that my account reflects the accurate amount owed.

Attached are copies of relevant statements and correspondence regarding my account for your reference. I believe these documents will provide clarity on the issue at hand.

Thank you for your prompt attention to this matter. I look forward to your positive response and the swift correction of my account.

Sincerely,

[Your Name]