

# Follow-Up on Unresolved Telecom Service Underpayment

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the underpayment for our telecom services for the month of [Insert Month]. As of today, I have yet to receive a response or resolution regarding this matter.

The details of the underpayment are as follows:

- Invoice Number: [Insert Invoice Number]
- Service Period: [Insert Service Period]
- Underpayment Amount: [Insert Amount]

We value our partnership and trust that this issue can be resolved promptly. Please provide a status update at your earliest convenience. If further information is needed to expedite the resolution, do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]