

Inquiry About Underpayment in Telecom Charges

Date: [Insert Date]

To: [Telecom Company Name]

Attention: Customer Service Department

Address: [Telecom Company Address]

Dear Customer Service Team,

I am writing to inquire about a potential underpayment concerning my telecom charges for the account number [Your Account Number]. Upon reviewing my recent billing statements, I noticed discrepancies that prompt further clarification.

Specifically, the charges for [Specify the period or service] appear lower than expected compared to previous statements. To ensure that all billing is accurate, I would appreciate your assistance in reviewing my account.

Please provide a detailed breakdown of the charges for the specified period and any relevant information regarding changes to rates or billing practices that may have affected my account. I would like to resolve this matter promptly and ensure that my billing reflects the correct amount.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]