

Request for Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To:

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an adjustment on my recent telecom service bill due to an underpayment that has been identified.

My account number is [Your Account Number] and I have been a customer since [Date]. I noticed that the billing statement for [Billing Cycle/Period] does not accurately reflect the services rendered or the agreed-upon pricing, as detailed below:

- Service 1: [Details of Service] - billed amount: [Amount]
- Service 2: [Details of Service] - billed amount: [Amount]

Upon reviewing my records and previous bills, I believe there has been an error resulting in an underpayment of [Specify Amount]. I kindly request that you review my account and make the necessary adjustments. Please find attached copies of my bills and any relevant documentation supporting my claim.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]