

Letter of Request

Date: [Insert Date]

To: [Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request details regarding the recent telecom underpayment issue associated with my account [Account Number]. It has come to my attention that there may be discrepancies in the billing amounts, and I would appreciate your assistance in clarifying these issues.

Specifically, I would like to request the following information:

- A detailed breakdown of charges for the past [Specify Time Period].
- Any adjustments or credits applied to my account.
- The standard billing practices used for my account type.

Understanding these details is crucial for me to resolve any potential discrepancies. I would appreciate a prompt response to this request and any documentation that can aid in clarifying the situation.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]