

# Operating Manual for Telecom Billing Inquiries

Date: \_\_\_\_\_

To: Customer Service Department

From: [Your Name]

Subject: Inquiry Regarding Telecom Billing

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about a recent billing statement I received for my account number [Your Account Number]. I have noticed some discrepancies that I would like to clarify:

- Billing period: [Specify Period]
- Charges in question: [Specify Charges]
- Additional fees: [Specify if any]

I would appreciate it if you could provide a detailed explanation of these charges and confirm the accuracy of my billing statement. Additionally, if there are any corrections to be made, please let me know the steps I need to follow.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]