

Complaint Letter for Billing Discrepancies

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

[Date]

Customer Service Team
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally address an issue regarding discrepancies in my recent billing statement with your telecom services. My account number is [Your Account Number].

Upon reviewing my latest bill dated [Date of Bill], I noticed several charges that do not align with the services I have contracted. Specifically, I would like to bring to your attention the following items:

- [Description of the discrepancy or additional charges]
- [Any other discrepancies noted]

I kindly request a detailed explanation of these charges as well as adjustments to my bill to reflect the correct amounts. I have attached copies of my previous bills for your reference.

Please respond to this letter at your earliest convenience. I would appreciate your prompt attention to this matter and look forward to resolving it amicably.

Thank you for your understanding.

Sincerely,

[Your Name]