

Dispute Appeal for Telecom Service Bill

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute the billing amount on my recent telecom service bill dated [Insert Bill Date], account number [Insert Account Number]. Upon reviewing the bill, I noticed discrepancies that I would like to bring to your attention.

The total amount due on the bill is [Insert Amount], which I believe to be incorrect due to [briefly explain the reason for the dispute, e.g., overcharges, erroneous fees, incorrect plan applied]. I have attached all relevant documents including previous bills, any correspondence, and promotional materials that highlight the agreed upon charges.

I request a detailed review of my account and a thorough investigation into this matter. I believe this will resolve my concerns satisfactorily. Please provide me with a written response to my appeal at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]