

Request for Service Error Correction

Your Name: [Your Name]

Your Address: [Your Address]

Your Contact Number: [Your Contact Number]

Email Address: [Your Email]

Date: [Current Date]

To Whom It May Concern,

I am writing to formally request the correction of an error in my telecom service account. My account number is [Your Account Number].

On [Date of Error], I noticed that [describe the error briefly]. This has resulted in [mention any inconvenience caused].

I kindly request that you investigate this matter and make the necessary corrections to my account at your earliest convenience. Please find attached any relevant documents that may assist in resolving this issue.

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

Sincerely,

[Your Name]