

Request for Refund

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a refund for my recent telecom service charges. My account number is [Your Account Number], and the charges in question are detailed in my billing statement dated [Billing Date].

Due to [brief explanation of the issue, e.g., service interruption, overcharge, etc.], I believe that a refund is warranted. As a loyal customer, I have always appreciated the service provided, but this situation has caused [mention any inconvenience caused].

I have attached copies of my billing statement and any relevant correspondence for your reference. I kindly request that you review my case and process my refund as soon as possible.

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

Sincerely,

[Your Name]