

Formal Complaint for Telecom Deposit Refund

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

Date: [Insert Date]

Customer Service Department

[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding Deposit Refund

Dear Sir/Madam,

I am writing to formally request the refund of my telecom deposit associated with my account number [Your Account Number]. I terminated my service on [Termination Date], and I was informed that my deposit would be refunded within [specified time frame]. However, it has been [duration] since my service was terminated, and I have yet to receive the refund.

I have contacted your customer service on several occasions (most recently on [Date of Last Contact]), but I have not received a satisfactory resolution. This delay is unacceptable, and I believe I am entitled to my refund as per the terms and conditions of your service.

I kindly request that you expedite the processing of my deposit refund of [Amount] at your earliest convenience. Should I not receive a response within [number of days], I will have no choice but to escalate this matter to the relevant authorities.

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

Sincerely,
[Your Name]