

Subject: Complaint Regarding Unauthorized Changes in Telecom Plan Renewal

[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 Manager,

I am writing to formally complain about unauthorized changes that were made to my telecom plan during the renewal process. My account number is [Your Account Number].

On [Date of Renewal], I received a notification indicating that my plan had been modified without my consent. The changes included [describe the changes made, e.g., increased fees, reduced data allowance, etc.]. I did not authorize any changes and would like to revert back to my original plan.

I request an immediate correction to this issue and confirmation that my previous plan has been reinstated. Additionally, I would appreciate an explanation regarding how these unauthorized changes occurred.

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

Sincerely,
[Your Name]