

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to request a detailed explanation of the renewal charges associated with my current telecom plan, account number [Your Account Number].

As my renewal date approaches, I would like to understand the specific charges that will apply, including any potential fees or changes to my current plan options. Transparency in these charges is important for me to make an informed decision.

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

Sincerely,

[Your Name]