

Telecommunications Account Adjustment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Telecommunications Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Specific Person's Name],

Subject: Account Adjustment Request for Account Number [Your Account Number]

I am writing to formally request an adjustment to my telecommunications account, [Your Account Number], due to [briefly describe the reason for the adjustment, e.g. billing error, service disruption, etc.].

Details of the issue are as follows:

- Date of service or event: [Insert Date]
- Description of the issue: [Insert Description]
- Billing amount disputed: [Insert Amount]
- Previous correspondence (if any): [Insert Reference Number]

Attached are copies of relevant documents supporting my claim, including [list documents, such as bills, emails, or agreements].

I kindly request that you review my account and make the necessary adjustments as soon as possible. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]