

Overdue Telecom Charges Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager],

I am writing to formally dispute the overdue charges that have appeared on my telecom account [Account Number] dated [Insert Date]. I believe these charges are incorrect due to [briefly explain reason for dispute, e.g., billing errors, lack of service, etc.].

According to my records, [provide details of the billing issue, including dates, amounts, and any relevant communication with the company]. I have attached supporting documents for your reference.

I kindly request that you review my account and rectify the charges at your earliest convenience. Please notify me of the outcome of this review and any corrective actions taken.

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

Sincerely,

[Your Name]