

# Dear [Recipient's Name],

We hope this letter finds you well. We are writing to provide you with a detailed explanation of the telecom charges reflected in your recent bill dated [Bill Date].

## Summary of Charges

- **Monthly Subscription Fee:** \$[Amount] - This fee covers your plan's basic services.
- **Data Usage Charges:** \$[Amount] - Charges incurred for data usage beyond your plan limits.
- **Call Charges:** \$[Amount] - This includes all call charges based on your usage during the billing period.
- **Text Messaging Charges:** \$[Amount] - Charges related to the text messages sent or received.
- **Taxes and Fees:** \$[Amount] - Government and regulatory fees applicable to your account.

## Total Amount Due

**Total:** \$[Total Amount]

If you have any questions regarding these charges or need further clarification, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email]. We are here to assist you.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]