

# Billing Clarification Request

Date: [Insert Date]

To,

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to seek clarification regarding my recent telecom bill dated [Insert Bill Date], with account number [Insert Account Number].

Upon reviewing the details, I noticed several charges that appear to be inconsistent with my current plan. Specifically, I would like further explanation on the following:

- [Charge/Service Description 1]
- [Charge/Service Description 2]
- [Charge/Service Description 3]

I would appreciate it if you could provide a detailed breakdown of these charges, as well as any relevant usage data that supports them.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]