

Request for Billing Clarification

Date: [Insert Date]

To: [Telecom Service Provider Name]

Address: [Telecom Service Provider Address]

Attention: Billing Department

Dear Billing Department,

I am writing to request clarification regarding the recent billing statement for my account (Account Number: [Your Account Number]). Upon reviewing the latest bill dated [Insert Date of Bill], I have noticed some discrepancies that I would like to address.

The specific items in question are as follows:

- [Description of the first discrepancy]
- [Description of the second discrepancy]
- [Any additional discrepancies]

I would appreciate it if you could provide a detailed explanation for these charges at your earliest convenience. If necessary, I am available for a call to discuss this matter further.

Thank you for your assistance in resolving this issue.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email Address]