

Telecom Billing Complaint Resolution

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [Your City, State, Zip]

Your Phone Number: [Your Phone Number]

Your Email: [Your Email]

Date: [Date]

Customer Service Department

[Telecom Company Name]

[Company Address]

[Company City, State, Zip]

Subject: Billing Complaint Resolution Request

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally express my concern regarding a billing issue I have encountered on my recent invoice dated [Invoice Date]. My account number is [Account Number].

Upon reviewing my bill, I noticed an unexpected charge of [Amount] which I believe is incorrect. I would like to request a detailed breakdown of this charge and clarification regarding its legitimacy.

In addition, I have attached relevant documentation to support my claim, including copies of previous bills and any correspondence related to this matter.

I kindly ask that you address this issue at your earliest convenience and provide me with a resolution. Looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]