

Letter of Concern for Billing Errors

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Cell Phone Service Provider
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to express my concern regarding a billing error I have encountered in my recent cell phone service statement. My account number is **[Your Account Number]**.

Upon reviewing my latest bill dated **[Bill Date]**, I noticed discrepancies that do not align with my selected service plan. Specifically, I was charged for **[Describe the error, e.g., extra data usage, premium services, etc.]**, which I believe should not be applicable to my account.

I kindly request a detailed explanation of these charges and a review of my account to rectify this issue. Your prompt attention to this matter would be greatly appreciated.

Thank you for your assistance, and I look forward to your timely response.

Sincerely,
[Your Name]