

Billing Appeal Letter

Date: [Insert Date]

To,

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Appeal for Incorrect Billing on Account #[Account Number]

Dear Customer Service Team,

I hope this letter finds you well. I am writing to formally appeal the billing on my account #[Account Number] for the billing period of [Insert Billing Period]. Upon reviewing my latest bill, I noticed discrepancies that I believe require correction.

Specifically, the charges for [describe specific services or items in dispute] appear to be incorrect. According to my previous statements and the service agreement, these charges should have been [explain the correct expected charges].

I kindly request a detailed review of my billing statements, along with an explanation of the said charges. I have enclosed copies of relevant documents for your reference.

Thank you for your prompt attention to this matter. I look forward to your timely response and a resolution to my billing appeal.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]