

Telecom Bill Adjustment Request

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

Customer Service Department
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request an adjustment to my recent telecom bill for the month of [Month/Year]. My account number is [Your Account Number].

Upon reviewing the bill, I noticed a discrepancy that I would like to bring to your attention:

- Charge Description: [Describe the charge]
- Amount: [Charged Amount]
- Reason for Dispute/Adjustment: [Briefly explain your reasons]

I kindly request that you review this matter and adjust my bill accordingly. Enclosed, please find copies of relevant documents for your reference.

Thank you for your prompt attention to this issue. I look forward to your reply.

Sincerely,

[Your Name]