

Telecom Billing Discrepancy Report

Date: [Insert Date]

To: Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Discrepancy in Billing Statement for Account [Your Account Number]

Dear Customer Service Team,

I am writing to formally report a discrepancy in my recent billing statement (Invoice Number: [Insert Invoice Number]) dated [Insert Billing Date]. Upon reviewing the charges, I have identified the following issues:

- **Charge Description:** [Describe the charge]
- **Disputed Amount:** [Insert Amount]
- **Reason for Dispute:** [Provide reason for the dispute]

I kindly request that you investigate this matter and provide clarification regarding these charges. Please find attached copies of the relevant documents for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]