

Complaint Regarding Erroneous Charge

[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,

I am writing to formally dispute a charge that appears on my recent bill dated [Bill Date]. The charge in question is [describe the charge, including the amount and any reference numbers if available].

Upon reviewing my account, I believe this charge to be erroneous as I have not [explain the reason for your dispute, e.g., "used these services" or "made any changes to my plan"]. I kindly ask for your assistance in resolving this matter and rectifying my bill accordingly.

Enclosed are copies of my previous bills and any relevant correspondence that support my claim. I request that the erroneous charge be removed and that a confirmation of this adjustment be sent to me.

I appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]