

# Complaint Letter Regarding Overcharge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally complain about an overcharge I have experienced on my recent telecom bill. My account number is [Your Account Number]. Upon reviewing my bill dated [Insert Bill Date], I noticed that I was charged [insert amount] more than what was previously agreed upon in my service plan.

This overcharge includes [briefly describe the charges in question], which I did not authorize or incur. I have attached copies of my previous bills and my service agreement for your reference.

I kindly request that you investigate this matter and provide a corrected bill reflecting the appropriate charges. I appreciate your prompt attention to this issue and look forward to your timely response.

Thank you for your cooperation.

Sincerely,

[Your Name]