

Dispute of Telecom Service Charges

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date: [Current Date]

Customer Service Department
[Telecom Company's Name]
[Telecom Company's Address]
City, State, ZIP Code

Dear Customer Service Team,

I am writing to formally dispute a charge on my recent bill dated [Billing Date]. My account number is [Your Account Number]. I have been a customer since [Start Date] and have always maintained timely payments.

The specific charge in question is [Description of Charge] for the amount of [Exact Amount]. I believe this charge is in error due to [Brief Explanation of Dispute]. I have attached supporting documentation for your review, including [Mention any attached documents, e.g., previous invoices, contracts, or correspondences].

I kindly request that you investigate this matter and rectify the erroneous charge on my account. I would appreciate a prompt response to this issue as I would like to resolve it quickly.

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

Sincerely,
[Your Name]