

Dispute Over Contract Termination Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Telecommunications Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Dispute Over Contract Termination Fees

Dear Customer Service Team,

I am writing to formally dispute the termination fees imposed on my account, [Your Account Number], following my recent cancellation of services on [Date of Cancellation]. I believe that these fees are unwarranted based on the circumstances of my contract.

According to [cite any specific clause from the contract or regulation], I am entitled to terminate my contract without incurring a penalty due to [reasons such as: service issues, policy changes, etc.]. I have documented evidence of the issues encountered, which include [briefly describe the issues].

I kindly request a thorough review of my case and an adjustment of the fees charged to my account. I appreciate your prompt attention to this matter and look forward to your response within [suggest a time frame, e.g., 14 days].

Thank you for your understanding.

Sincerely,

[Your Name]