

Inquiry Regarding Service Plan Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Telecommunications Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about some discrepancies I have recently noticed regarding my service plan. My account number is [Your Account Number].

Upon reviewing my most recent bill, I observed that the charges do not align with the service plan I agreed upon during my initial setup. [Briefly describe the discrepancies you noticed, e.g., unexpected fees, changes in service level, etc.].

Could you please provide clarification on these charges and confirm whether my current plan has been updated or changed? I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]