

Notification of Unauthorized Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Telecommunications Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally notify you of unauthorized charges that have appeared on my recent telecommunications bill dated [Insert Bill Date]. The charges in question are as follows:

- Charge Description 1: \$[Amount]
- Charge Description 2: \$[Amount]
- Charge Description 3: \$[Amount]

I did not authorize these charges and would like an immediate investigation into this matter. I request a full explanation of these charges and a prompt removal from my bill.

Please find attached copies of my bill and any relevant correspondence related to this issue for your review.

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

Sincerely,

[Your Name]