

Estimated Bill Clarification Request

To: Customer Service Team

Company Name: [Telecommunication Company]

Date: [Insert Date]

Dear Customer Service,

I hope this message finds you well. I am writing to request clarification regarding my recent estimated bill dated [Insert Bill Date], for my account number [Insert Account Number].

Upon reviewing the bill, I noticed some discrepancies that I believe require your attention. Specifically, I would like to understand the following charges:

- [Specify Charge 1]
- [Specify Charge 2]
- [Specify Charge 3]

Additionally, I would appreciate if you could provide a breakdown of how these estimated charges were calculated, as well as any available options for adjusting my billing.

Thank you for your assistance. I look forward to your prompt response to help resolve this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]