

Billing Error Correction Request

Date: [Insert Date]

To:

Customer Service Department
[Telecommunications Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Billing Error Correction - Account No. [Your Account Number]

Dear Customer Service,

I am writing to bring to your attention an error I have identified in my recent telecommunications bill dated [Bill Date]. Upon reviewing the charges, I noticed the following discrepancies:

- [Description of error 1]
- [Description of error 2]
- [Description of error 3]

According to my understanding and previous bills, I believe that these charges should not have been applied. I kindly request a review of my account and a correction of the billing errors.

Attached are copies of the relevant documentation supporting my claims for your reference.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]