

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
Telecom Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to express my dissatisfaction with the recent billing errors on my account (Account Number: 123456789). I have noticed discrepancies in the charges listed in my latest bill dated [insert date].

Specifically, I have been billed for additional services that I did not request nor authorize. These charges amount to [insert amount]. I expect a thorough review of my billing statement and a prompt resolution to this matter.

Furthermore, I would appreciate a written explanation of the corrected bill and any necessary adjustments to my account.

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

Sincerely,
Your Name