

Dispute Letter for Phone Bill Discrepancy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Phone Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Dispute Regarding Phone Bill Discrepancy

Dear Customer Service,

I am writing to formally dispute a discrepancy on my recent phone bill dated [Insert Bill Date]. The total amount billed is [Insert Amount Billed], which I believe is incorrect based on my records.

Specifically, I would like to address the following charges:

- [Detail specific charge #1, including date and amount]
- [Detail specific charge #2, including date and amount]
- [Add any additional charges as necessary]

I kindly request a detailed explanation of these charges, along with any supporting documentation. Additionally, I would appreciate your prompt attention to this matter and a timeline for resolution.

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]