

Phone Bill Resolution Request

Date: [Insert Date]

To: Customer Service Department

[Company Name]

[Company Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to bring to your attention some discrepancies I have noticed in my recent phone bill dated [Insert Bill Date]. My account number is [Insert Account Number].

Upon reviewing the charges, I have identified the following issues:

- Charge #1: [Describe the charge and issue]
- Charge #2: [Describe the charge and issue]
- Charge #3: [Describe the charge and issue]

These discrepancies have caused me considerable concern, and I would like to request a thorough review of my bill. Please provide clarification regarding these charges and correct any inaccuracies at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]