

Letter of Dispute Regarding Overbilling

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Telecommunication Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute a recent billing issue related to my account with your company (Account Number: [Your Account Number]). I received my latest bill dated [Bill Date] and noticed several discrepancies that led to an overcharge.

Specifically, I have been charged [specific amount] for [specific service], which is inconsistent with my agreed-upon rate. Additionally, I found charges for services that I did not authorize or utilize during this billing cycle.

I kindly request a thorough review of my account and these charges. Attached are copies of my previous bills and any relevant correspondence that highlight the discrepancies.

I expect a response within [specify time frame, e.g., 30 days] regarding the findings of your investigation. I appreciate your prompt attention to this matter, and I look forward to your resolution.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]