

# Letter of Dispute Regarding Telecommunication Bill

[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 charge on my recent bill dated [Bill Date], under account number [Account Number]. I was a part of the promotional offer for [Description of Promotional Offer] which was supposed to reflect a reduced rate on my billing statement.

Upon reviewing my latest bill, I noticed that the promotional offer was not applied, and I was charged [Amount] instead of the agreed-upon rate of [Promotional Rate]. This discrepancy is concerning and needs to be addressed promptly.

I kindly request a review of my account and an adjustment of the bill accordingly. If you need any further information or documentation to assist in resolving this issue, please do not hesitate to contact me.

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

Sincerely,

[Your Name]