

# Customer Name

Address Line 1

Address Line 2

City, State, Zip Code

Email: customer.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

## To:

Customer Service Department

Telecommunication Company Name

Company Address Line 1

Company Address Line 2

City, State, Zip Code

## Subject: Dispute Regarding Service Interruption on Billing Statement

Dear Customer Service Team,

I am writing to formally dispute the charges on my recent telecommunication bill dated [insert bill date] due to an unexpected service interruption that I experienced during the billing cycle.

Specifically, I faced service interruptions from [insert start date] to [insert end date], which significantly impacted my ability to make calls and access the internet. As a long-standing customer, I rely on your services for both personal and professional use.

According to my records, the interruption led to [explain how the interruption affected you]. Given these circumstances, I believe it is reasonable to request an adjustment to my bill for this period.

I kindly ask you to review my account and take the necessary steps to resolve this issue. I would appreciate a prompt response addressing my concerns and a revised bill reflecting the appropriate charges.

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

Sincerely,

Customer Name