

# Telecommunications Dispute Resolution Guidance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

## To:

[Telecommunications Provider Name]

[Provider Address]

[City, State, Zip Code]

## Subject: Dispute Resolution Request

Dear [Provider's Customer Service Department or Specific Contact Name],

I am writing to formally address a dispute regarding my telecommunications service account with the number [Insert Account Number]. I have encountered the following issue(s):

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

Despite my previous attempts to resolve this matter through your customer service channels on [insert dates of previous correspondence], the issue remains unresolved.

According to the telecommunications regulations and guidelines, I am entitled to seek a resolution through your dispute resolution process. Therefore, I request that you investigate this matter and provide a written response outlining your proposed resolutions.

Thank you for your prompt attention to this matter. I look forward to your reply within [insert reasonable time frame, e.g., 14 days].

Sincerely,

[Your Name]