

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Telecommunications Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Billing Issues

Dear Customer Service Department,

I am writing to formally express my dissatisfaction with the billing issues I have encountered with my account ([Your Account Number]) in the past few months. Despite my attempts to resolve this matter through your customer service channels, the issues remain unresolved.

Specifically, I have been charged incorrectly for the following:

- [Description of issue 1 - e.g., overcharge on billing date, etc.]
- [Description of issue 2 - e.g., missing discounts, etc.]

These discrepancies have caused significant inconvenience and frustration. I kindly request a thorough review of my billing history and a prompt resolution to this matter. Additionally, I would appreciate confirmation that adjustments will be made to my account accordingly.

Please find attached copies of my billing statements for your reference.

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

Sincerely,

[Your Name]