

Formal Complaint Regarding Billing Inconsistencies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Specific Name],

I am writing to formally express my concerns regarding several inconsistencies I have encountered in my recent phone service billing statements.

On [Insert Date], I noticed that my bill for the month of [Insert Month] was significantly higher than usual. After reviewing my account details and calling your customer service, I have come across discrepancies in billed amounts versus the plan details I agreed upon.

For instance, my plan includes [Briefly describe your plan], but I have been charged for [Specify the inconsistencies]. I believe this may be due to an oversight or clerical error on your part.

I kindly request that you investigate this matter promptly and provide me with a corrected billing statement. If necessary, I am more than willing to provide further information or documentation to assist in your investigation.

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

Sincerely,

[Your Name]