

# Formal Complaint Regarding Unexpected Phone Charges

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service Department  
Phone Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally complain about unexpected charges that have appeared on my recent phone bill dated [insert date]. Despite my understanding of the terms and conditions of my plan, I have noticed several charges that I did not authorize and do not comprehend.

The details of the charges are as follows:

- Charge Description 1: \$Amount
- Charge Description 2: \$Amount
- Charge Description 3: \$Amount

I kindly request that these charges be reviewed for accuracy and corrected if found to be erroneous. Furthermore, I expect a prompt response regarding this issue as it has caused significant inconvenience.

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

Sincerely,  
Your Name