

Serious / Official Complaint Letter for Telephone Billing Error

Subject: Urgent Complaint Regarding Incorrect Billing

Dear [Service Provider Name],

I am contacting you regarding an incorrect charge on my telephone account [Account Number]. The billing statement dated [Date] shows charges that do not correspond to my usage.

I request a formal investigation and correction of this billing error, along with written confirmation once the matter has been resolved. Prompt resolution is expected.

Sincerely,

[Your Name]

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