

Letter of Complaint Regarding Wrong Internet Service Bill

This letter template can be used if you have received an incorrect bill for your internet service due to billing errors or inaccurate charges. You can use the following sample to formally communicate your concern to your internet service provider.

Sample Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
Customer Service Department
[Internet Service Provider's Name]
[Provider's Address]
[City, State, ZIP Code]
Subject: Complaint Regarding Wrong Internet Service Bill
Dear Sir/Madam,
I am writing to bring to your attention an issue with my recent internet service bill (Account Number: [Your Account Number]), dated [Bill Date]. Upon reviewing the bill, I notice I have always paid my bills promptly and have not made any changes to my service plan or used any additional services that would justify these extra costs. I kindly request that I would appreciate it if you could investigate this matter promptly and make the necessary corrections to my account. I also request a revised bill reflecting the accurate charge. Thank you for your attention to this matter. I look forward to your prompt response and an amicable resolution.
Yours faithfully,
[Your Name]