

Sample Letter for Overcharged Phone Bill Complaint

[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]

Subject: Complaint Regarding Overcharged Phone Bill – Account #[Your Account Number]

Dear Sir/Madam,

I am writing to formally bring to your attention an error on my recent phone bill dated [Billing Date], for account number [Your Account Number]. Upon reviewing the bill, I noticed an overcharge of [Amount Overcharged] that I believe is incorrect.

Specifically, the bill includes charges for [describe specific charges or services, e.g., international calls, data usage, additional lines, etc.] that I did not authorize or use. I have attached a copy of my bill with the questionable charges highlighted for your reference.

I respectfully request that you investigate this matter and correct the overcharge at your earliest convenience. Please issue a revised bill or refund the overcharged amount to my account. I would appreciate written confirmation once the issue has been resolved.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require additional information.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]