

Letter Template: Letter of Complaint for Mobile Service Wrong Billing

This sample **letter of complaint for mobile service wrong billing** is designed to help customers effectively address billing errors with their mobile service provider. The letter clearly states the issue of incorrect charges, provides account details for reference, and requests prompt correction and adjustment of the bill. By using a structured and polite tone, this letter aims to facilitate a quick resolution while maintaining a professional communication standard. Customers can customize the sample to reflect their specific billing dispute and ensure their concerns are formally documented for appropriate action.

Sample Letter of Complaint

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Customer Service Department
[Mobile Service Provider Name]
[Provider Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Wrong Billing on Account No. [Your Account Number]

Dear Sir/Madam,

I am writing to formally bring to your attention an error I have noticed in my recent mobile phone bill dated [Bill Date] for Account Number [Your Account Number]. Upon reviewing the bill, I observed incorrect charges amounting to [â, /USD Amount] for [brief description of incorrect charges, e.g., services not availed, double billing, etc.].

I am confident that this amount has been wrongly charged. I request you to review my account and the details of my usage for the billing cycle in question. Kindly correct this error and issue a revised bill at the earliest.

I have attached relevant documents/bill copies highlighting the disputed charges for your reference.

I expect prompt investigation and resolution of this matter. Please confirm receipt of this letter and advise me on the steps being taken to resolve the issue. I look forward to your early response.

Sincerely,
[Your Name]