

Sample Complaint Letter for Internet Service Billing Issue

This document provides a **sample complaint letter for internet service billing issue**, designed to help customers effectively communicate concerns regarding discrepancies or errors in their internet service bills. It outlines how to clearly state the billing problem, provide relevant account details, request a resolution or adjustment, and maintain a professional tone. Using this sample letter can assist consumers in addressing billing disputes efficiently and ensuring their internet service providers respond promptly to correct any inaccuracies.

Sample Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
Customer Service Department
[Internet Service Provider Name]
[Provider Address]
[City, State, ZIP Code]
Subject: Complaint Regarding Billing Issue for Internet Service - Account #[Your Account Number]
Dear Sir or Madam,
I am writing to bring to your attention a billing discrepancy on my recent internet service bill, dated [Billing Date], for account number [Your Account Number]. According to my :
I have reviewed previous bills and payment receipts, and have not upgraded my service or authorized any additional charges. I kindly request that you review my account, provide c
Please find attached copies of my recent bill, payment receipts, and the service agreement for your reference.
I request that this matter be resolved promptly. I would appreciate a written response within 14 days, detailing the actions taken to correct the issue.
Thank you for your attention to this matter.
Sincerely,
[Your Name]