

## 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]