

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

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

Subject: Complaint Regarding Unknown Charges on Phone Bill

Dear Sir/Madam,

I am writing to formally express my concern regarding my recent phone bill (Account Number: [Your Account Number]), dated [Bill Date]. Upon reviewing the bill, I noticed several charges that I do not recognize or recall authorizing. These charges are listed as:

- [Description of unknown charge 1] - [Amount]
- [Description of unknown charge 2] - [Amount]

I kindly request a detailed explanation of these charges and clarification on why they have appeared on my bill. If these charges are incorrect or unauthorized, I ask that they be removed from my account immediately and my bill be corrected accordingly.

I would appreciate your prompt attention to this matter. Please let me know the outcome of your investigation and any steps taken to prevent such issues in the future. If necessary, I am prepared to provide additional information for your review.

Thank you for addressing my concerns swiftly to avoid any further billing complications.

Sincerely,
[Your Name]