

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Dispute Letter - Disputing a Bill

Dear :

I have always enjoyed the service that I have received from Name. Up to this point, I have never had any disappointments with the service provided by Name. However, on my resent bill from Name pertaining to the period of {date} to {date}, I found I was charged \$83.48 for roaming services throughout the month. I do not know why I was charged roaming with a nationwide plan. I have reviewed my contract and included a copy of this incorrect bill. I am asking that your correct this mistake and send me a corrected bill before I submit payment.

If you have any questions, please do not hesitate to contact me regarding this matter.

Sincerely,

N A M E