

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

Customer Support

Ooma, Inc.

[Company Address]
[City, State, Zip Code]

Subject: Billing Discrepancies

Dear Ooma Customer Support,

I hope this message finds you well. I am writing to formally address some discrepancies I have noticed in my recent bill statements.

Account Number: [Your Account Number]

Billing Period: [Relevant Billing Period]

I have observed the following issues:

1. [Describe discrepancy 1]
2. [Describe discrepancy 2]
3. [Describe discrepancy 3]

I would appreciate your prompt attention to these matters and look forward to your resolution. Please let me know if you require any additional information to assist in rectifying these discrepancies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]