

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

Customer Service

Verizon Wireless

[Verizon's Address]

[City, State, ZIP Code]

Subject: Bill Dispute - Account Number [Your Account Number]

Dear Verizon Customer Service,

I hope this letter finds you well. I am writing to formally dispute a charge on my recent Verizon Wireless bill dated [Date of Bill]. The account number associated with this bill is [Your Account Number]. The specific charge I am disputing is [Detail of the Charge, including the amount and description]. I believe this charge is incorrect because [Explain Your Reason for Dispute].

I kindly request a thorough review of my account and this particular charge. I have attached copies of relevant documents to assist in resolving this matter.

Thank you for your prompt attention to this issue. I look forward to your response.

Sincerely,

[Your Name]