

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

Customer Service Department
Verizon Wireless

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

Subject: Billing Dispute for Account #[Your Account Number]

Dear Customer Service,

I am writing to formally dispute a charge on my recent bill dated [Date of Bill]. My account number is [Your Account Number].

The charge I am disputing is for [Description of the Charge] in the amount of [\$Amount]. I believe this charge is incorrect because [State the Reason for Dispute].

I kindly request that you investigate this matter and provide clarification regarding this charge. Additionally, I would appreciate a corrected bill reflecting any adjustments that may be necessary.

Please find attached any relevant documentation supporting my dispute. I look forward to your prompt response to resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachment: Copies of Relevant Documentation]