<Your Address/Letter Head>

<your address 2>

<Date of letter>

**<Mr. Contact Person>**

<Position>

<The Telecom Company>

<Address 1>

<Address 2>

Subject: Request for Bill Rebates or Bills Discount/Adjustment

Dear Sir:

In behalf of my Company, <Name of Company>, I would like to request for "Bill Rebates"or bill adjustment from <period covered / month-date-year to month-date-year> for/due to <explain the reason why you are asking for a discount or Bill rebates>

Hereunder are the Account details:

* Account Number: <123456789>
* Landline Number: <(area code)+tel#000-0000>
* Account Name: <name of telephone subscriber>
* Installation and Billing Address: <address where the telephone is installed>
* Contact Person: <your name>, Mobile# <your mobile number>

I hope for your consideration and kind understanding on this matter.

Also attached is the scanned copy of my IDs to verify my authenticity and to support my request.

Thank you very much.

Very truly yours,

**<Your name/Name & Signature of Requesting Party>**