<Your Address/Letterhead>

<Address 2>

October 25, 2020

**THE MANAGER**

<The Disconnected Telephone Company>

<Address 1>

<Address 2>

Subject: Request for Bill Rebates under Acct.#<123456789>

Dear Sir,

In behalf of my Company, I would like to request for "Bill Rebate" under our subject account due to service interruption since <July 8, 2019 until today, July 15, 2019>.

I already reported this matter to your official Facebook page “<Facebook Page Name>” but still no action received from your technical personnel and until now your line here which we are connected to is “dead” – No-Dial Tone and No Internet Connection, so please send your technical personnel to check our line in due time for us to continue enjoying the use of your facility.

Hereunder are the Account details:

* Account Number: <123456789>
* Landline Number: (area code) 123-4567
* Account Name: <Registered name of subscriber>
* Installation Address: <installation address>
* Billing Address: -SAME AS ABOVE-
* Contact Person: <authorized representative>, Mobile# <1234-567890>

I would appreciate it very much if you can give this matter your utmost preferential attention and approval.

Thank you very much.

Very truly yours,

<Your Name & Signature>

Subscriber