

# Complaint Regarding Erroneous Invoice

To,

**Accounts Department**

[Company Name]

[Company Address]

[City, State, ZIP Code]

Date: [Insert Date]

Subject: Complaint Regarding Erroneous Invoice No. [Invoice Number]

Dear Sir/Madam,

I am writing to formally complain about an erroneous invoice that was issued to me. The invoice number in question is [Invoice Number], dated [Invoice Date].

Upon reviewing the invoice, I have noticed that there are discrepancies in the charges listed, which do not match our agreement or the services/products provided. Specifically, [briefly describe the discrepancies].

I kindly request that you review this matter and provide a corrected invoice at your earliest convenience. Additionally, please let me know if you require any further information from my side to expedite the resolution of this issue.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]