

# Formal Complaint Regarding Billing Issue

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient's Name],

I am writing to formally address a billing issue related to our recent logistics services provided by your company. Despite our expectations of transparency and accuracy, we have encountered discrepancies in the latest invoice dated [Insert Invoice Date], invoice number [Insert Invoice Number].

Upon reviewing the charges, we noticed:

- [Describe the first issue]
- [Describe the second issue]
- [Describe any additional issues]

These discrepancies have caused significant concern and disruption to our budgeting processes. We request a thorough review of the outlined issues and a prompt response to resolve this matter.

Please contact me at your earliest convenience so we can discuss this issue further. I look forward to your swift response to rectify this billing error.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]