

Complaint Regarding Shipping Invoice Overcharges

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about an overcharge I encountered on my recent shipping invoice, dated [Invoice Date]. The invoice number is [Invoice Number].

Upon reviewing the charges, I noticed that the amount billed was higher than what was originally quoted. According to our previous discussions and agreements, the total should have been [Quoted Amount]. However, the invoiced amount is [Invoiced Amount].

I would appreciate it if you could review this discrepancy at your earliest convenience. Please find attached copies of the relevant documents that support my claim.

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,

[Your Name]