

Subject: Billing Error Complaint

Dear [Customer Service Team / Company's Name],

I hope this message finds you well. I am writing to formally address a billing error I encountered with my recent order (Order Number: [Order Number]) placed on [Date of Order]. Upon reviewing my receipt, I noticed a discrepancy in the charges.

Specifically, I was charged [Incorrect Amount] instead of the expected [Correct Amount]. I have attached relevant documents for your reference.

I kindly request that you investigate this matter and provide a resolution at your earliest convenience. Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]