

Client Complaint Regarding Inflated Invoice Charges

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my concern regarding the recent invoice #[Invoice Number] received on [Invoice Date], which includes charges that appear to be inflated and inconsistent with our agreed-upon terms.

Upon my review of the invoice, I have noted several discrepancies, including:

- [First discrepancy description]
- [Second discrepancy description]
- [Third discrepancy description]

These inflated charges have led to considerable confusion and concern on my part, and I believe they do not accurately reflect the services provided. Therefore, I kindly request a detailed explanation of these charges and a review of the invoice for any necessary corrections.

Thank you for your attention to this matter. I look forward to your prompt response and hope to resolve this issue amicably. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further details.

Sincerely,

[Your Name]