

# Consumer Grievance Letter

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

**Customer Service Department**

[Company Name]  
[Company Address]  
City, State, Zip Code

Subject: Grievance Regarding Excessive Billing

Dear Customer Service Team,

I am writing to formally address an issue regarding a billing discrepancy noted on my recent invoice dated [Insert Date of Bill]. My account number is [Insert Account Number].

Upon reviewing my billing statement, I noticed an excessive charge that appears to be erroneous. The total amount billed was [Insert Amount], which is significantly higher than my usual bill of [Insert Usual Amount]. I believe this discrepancy may have resulted from [briefly explain possible reason, if known].

I kindly request a detailed explanation of the charges and a review of my account to rectify this matter. I have attached copies of the relevant bills and correspondence for your reference.

Please respond to my query at your earliest convenience. I would appreciate your prompt attention to this matter to avoid further complications.

Thank you for your assistance.

Sincerely,  
[Your Name]