

Complaint Letter Regarding Inaccuracies in Charges

Date: [Insert Date]

To: [Company/Establishment Name]

Address: [Company Address]

Dear [Manager's Name or Customer Service Department],

I hope this message finds you well. I am writing to express my concerns regarding some discrepancies I have noticed in the charges on my recent bill.

On [Insert Date of Transaction], I made a purchase at your establishment, and the total charges amounted to [Insert Amount]. However, upon reviewing my bill, I found that I was charged an incorrect amount for [Specify the item/service]. According to my records, the correct charge should have been [Insert Correct Amount].

I kindly request a thorough review of this matter and a correction of the charges at your earliest convenience. I have attached a copy of my receipt for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]