

# Complaint Regarding Incorrect Billing

**Date:** [Insert Date]

**To:** [Company Name]

**Address:** [Company Address]

**Subject:** Complaint About Incorrect Billing

Dear [Customer Service Manager's Name],

I am writing to formally express my dissatisfaction regarding an incorrect billing issue with my recent transaction for transportation services provided on [insert date of service]. My account number is [insert account number].

Upon reviewing the invoice, I noticed discrepancies in the charges. Specifically, [describe the specific billing errors, including amounts and any relevant details]. I have attached a copy of the invoice for your reference.

I kindly request that you look into this matter at your earliest convenience and provide a corrected bill. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]