

Complaint Regarding Incorrect Payment Processing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company 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 an issue with the payment processing for my recent transaction dated [Insert Date]. The transaction ID is [Insert Transaction ID].

Upon reviewing my bank statement, I noticed an incorrect amount was deducted from my account. I was charged [Insert Incorrect Amount] instead of the agreed amount of [Insert Correct Amount]. I have attached the relevant documents, including receipts and bank statements, for your reference.

I kindly request that you investigate this matter urgently and rectify the discrepancy at your earliest convenience. I appreciate your prompt attention to this issue and look forward to your swift resolution.

Thank you for your understanding.

Sincerely,

[Your Name]