

# Complaint Letter for Overcharge

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

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

Dear [Recipient's Name],

I am writing to formally complain about an overcharge that occurred on my recent bill dated [Date of Bill]. My account number is [Your Account Number]. Upon reviewing the bill, I noticed that I was charged [Mention the Amount] for [Mention the Service or Product], which is higher than the agreed-upon price of [Mention the Agreed Amount].

As a loyal customer, I expected accurate billing and would appreciate your immediate attention to this matter. Please investigate this issue and provide a correction on my account as soon as possible.

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

Sincerely,  
[Your Name]