

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

Recipient's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding a price inconsistency I encountered at your establishment on [specific date]. I noticed that the price advertised for [specific product/service] was significantly different from the price charged at the register.

This discrepancy not only caused confusion but also impacted my purchasing decision. I believe it is important for businesses to maintain transparency with their pricing to ensure customer trust and satisfaction.

I kindly request an investigation into this matter and hope to receive clarification regarding your pricing policy. Additionally, I would appreciate any steps you can take to rectify this inconsistency for future customers.

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

Sincerely,  
Your Name