

Complaint Letter Regarding Billing Errors

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally complain about an error in my billing statement for my membership at [Gym Name]. My account number is [Your Account Number]. Upon reviewing my recent billing, I noticed discrepancies that I would like to address.

Specifically, I was charged [specific amount] on [specific date] for [description of the charge], which does not align with my membership agreement. Additionally, I have been incorrectly billed for [describe the incorrect billing] for the past [duration].

I kindly request that you review my account and rectify these billing issues as soon as possible. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]