

Billing Error Report

Date: [Insert Date]

To: [Restaurant Management's Name]

Restaurant Name: [Restaurant Name]

Address: [Restaurant Address]

Dear [Restaurant Management's Name],

I hope this message finds you well. I am writing to bring to your attention a billing error that occurred during my recent visit on [Insert Date of Visit].

Details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Order Number: [Insert Order Number]
- Total Amount Charged: [Insert Charged Amount]
- Amount Expected: [Insert Expected Amount]
- Description of the Error: [Brief Description of the Billing Error]

I kindly request that you review this matter and provide clarification or a correction of the billed amount. I have attached a copy of the receipt for your reference.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Optional: Your Address]