

Disputed Charges Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

Manager's Name
[Restaurant Name]
[Restaurant Address]
[City, State, Zip Code]

Subject: Disputed Charges on Receipt

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally dispute some charges that appear on my recent receipt from your establishment dated [Insert Date of Visit].

Upon reviewing my receipt, I noticed the following charges that I believe are incorrect:

- Item 1: [Description] - [Expected Amount] vs. [Charged Amount]
- Item 2: [Description] - [Expected Amount] vs. [Charged Amount]
- Item 3: [Description] - [Expected Amount] vs. [Charged Amount]

I would appreciate your prompt attention to this matter. Please find attached a copy of the receipt for your reference.

Thank you for your understanding. I look forward to resolving this issue amicably.

Sincerely,
[Your Name]