

Subject: Overcharge Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally complain about an overcharge that occurred during my recent visit to your restaurant on [insert date of visit]. After reviewing my receipt, I noticed that I was charged an amount higher than what was listed on your menu.

Specifically, I ordered [insert dish name] which was priced at [insert correct price] but I was billed [insert incorrect price]. This discrepancy has caused me concern, and I would appreciate your attention to this matter.

I kindly request a refund of the overcharged amount of [insert amount] or a resolution to this issue. I have attached a copy of my receipt for your reference.

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

Sincerely,

[Your Name]