

# Grievance Letter for Incorrect Ticket Charges

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Grievance Regarding Incorrect Ticket Charges

Dear Customer Service Manager,

I am writing to formally lodge a grievance regarding the incorrect ticket charges I received for my recent transaction on [Date of Transaction]. The ticket number is [Ticket Number].

Upon reviewing my receipt, I noticed that the charges incurred do not match the fare that was advertised at the time of booking. I believe this discrepancy is due to [brief explanation of the issue].

I kindly request a thorough investigation into this matter and a correction of the charges applied. I have attached copies of all relevant documentation, including my receipt and correspondence related to this issue.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]