

# Letter of Complaint

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

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

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to formally express my concern regarding unexpected charges that were applied to my recent venue rental at [Venue Name] on [Event Date].

Upon reviewing the invoice, I noticed charges that were not disclosed during the booking process. Specifically, [please specify the unexpected charges, e.g., additional cleaning fees, overtime charges]. These additional costs were not clearly outlined in the agreement we signed.

I believe this lack of transparency is unfair and not in accordance with our agreement. I would like to request a detailed explanation of these charges and, if applicable, a revision of the invoice to accurately reflect the originally agreed-upon terms.

Thank you for your attention to this matter. I hope we can resolve this issue promptly. I look forward to your feedback.

Sincerely,

[Your Name]