

Complaint Regarding Billing Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Postal Service Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Postal Service Customer Service Team/Specific Name],

I am writing to bring to your attention a billing error related to my recent invoice ([Invoice Number]) dated [Invoice Date].

Upon reviewing my bill, I found that the charges for [Specific Charge or Service] appear to be incorrect. According to my records and previous bills, I believe the correct amount should be [Correct Amount].

I kindly request that you review this matter and correct the billing error at your earliest convenience. Attached are copies of the relevant documents for your reference.

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

Sincerely,

[Your Name]