

# Formal Complaint Regarding Unpaid Balance Miscalculation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the miscalculation of my unpaid balance associated with my account ([Account Number]). After reviewing my account statements and receipts, I have identified discrepancies that need urgent attention.

The balance reflects an amount that exceeds my records, specifically a charge of [Insert Amount] that appears incorrect. I have attached copies of the relevant documents for your review.

I kindly request a thorough investigation into this matter and a prompt correction of my account balance. Please respond to this letter at your earliest convenience, as it is crucial for me to resolve this issue in a timely manner.

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

Sincerely,

[Your Name]