

# Formal Complaint Regarding Billing Discrepancies

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

Recipient's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my concern regarding a discrepancy in my recent billing statement dated [insert date]. Upon reviewing the invoice, I noticed several errors that I would like to bring to your attention.

Specifically, the following discrepancies have been noted:

- Item 1: Incorrect charge of \$[amount] instead of the agreed amount of \$[correct amount].
- Item 2: Duplicate charge for the service dated [insert date].
- Item 3: Missing discount of \$[amount] that was promised as part of my contract.

These errors have resulted in an overcharge of \$[total amount] on my account. I kindly request that you review these discrepancies and provide a corrected invoice at your earliest convenience.

Additionally, I would appreciate receiving confirmation of the adjustments being made, as well as any steps necessary on my part to expedite the resolution of this matter.

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

Sincerely,  
[Your Name]