

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

Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally complain about the invoice number [Invoice Number] dated [Invoice Date] that I received from your company. Upon reviewing the invoice, I found that the amounts listed do not accurately reflect the agreed-upon charges for services rendered.

Specifically, the following discrepancies were noted:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

I kindly request that you review the invoice and provide me with a corrected version at your earliest convenience. I believe that addressing this matter promptly is in the best interest of both parties.

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

Sincerely,  
[Your Name]