

Formal Complaint Against Contractor

Date: [Insert Date]

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

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

I am writing to formally express my complaint regarding the recent charges incurred for the work completed by your company at my property located at [Property Address]. Upon reviewing the final invoice dated [Invoice Date], I noticed several discrepancies that indicate I have been overcharged for the services provided.

Specifically, the following items appear to have been charged at a rate that is significantly higher than what was previously agreed upon:

- [Description of Service 1] - [Agreed Rate] vs [Charged Rate]
- [Description of Service 2] - [Agreed Rate] vs [Charged Rate]
- [Description of Service 3] - [Agreed Rate] vs [Charged Rate]
- [Additional discrepancies if any]

These charges do not align with our initial agreement and have caused me considerable concern. I kindly request that you review this matter and provide a written explanation for the increased charges. If necessary, I would appreciate a revised invoice reflecting the initial agreement.

I look forward to resolving this issue amicably and appreciate your prompt attention to this matter. Should I not receive a satisfactory response within [Specify Time Frame, e.g., 14 days], I will have to consider further actions.

Thank you for your understanding.

Sincerely,

[Your Name]