

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Manager's Name

Restaurant Name

Restaurant Address

Restaurant City, State, Zip Code

Dear [Manager's Name],

I am writing to formally complain about a billing error I encountered during my recent visit to [Restaurant Name] on [Date of Visit]. Upon reviewing my bill, I noticed that the total charges did not align with the items ordered and consumed.

Specifically, I ordered [list items ordered] but was charged for [list items incorrectly charged]. The total discrepancy amounted to [discrepancy amount]. I have attached copies of my receipt for your reference.

Sincerely,

[Your Name]