

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 am writing to formally complain about the misleading billing practices that I have experienced with your company. On [date], I received a bill that contained charges that I do not understand and believe to be incorrect.

Specifically, I am concerned about the following charges:

- [Charge description and amount]
- [Charge description and amount]

I would appreciate clarification regarding these charges and a detailed explanation of how they were calculated. I expect that your company's billing practices adhere to transparency and accuracy, and I believe my concerns warrant immediate attention.

Thank you for your prompt attention to this matter. I look forward to your response and a resolution to my complaint.

Sincerely,
[Your Name]