

Formal Grievance Regarding Inaccurate Invoice Amounts

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a grievance regarding the invoice amounts I recently received (Invoice No: [Insert Invoice Number]) on [Insert Invoice Date]. After thorough review, I have found discrepancies that I believe warrant correction.

Specifically, the following issues were noted:

- Item A was billed at [Incorrect Amount] instead of [Correct Amount].
- Item B was omitted from the invoice, which should amount to [Missing Amount].
- The total amount due on the invoice is incorrect, as it does not reflect the changes agreed upon in our previous correspondence.

These inaccuracies have resulted in confusion and have affected our accounting process. I kindly ask that you investigate these matters and provide a corrected invoice at your earliest convenience.

Thank you for your prompt attention to this issue. I look forward to your swift resolution of this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require further details.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]