

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

Travel Agency Name  
Agency Address  
City, State, Zip Code

Dear [Travel Agency Manager's Name],

I am writing to formally complain about an incorrect billing issue I experienced with your agency regarding my recent travel booking (Booking Reference: [Your Booking Reference]).

On [Date of Booking], I booked a trip to [Destination] through your agency, and I was quoted a total amount of [Quoted Amount]. However, upon receiving my final invoice dated [Invoice Date], I noticed a discrepancy where the amount charged was [Charged Amount]. This difference of [Difference Amount] is concerning and does not align with our agreement.

I would like to request a clarification on this issue and a correction to the billing as soon as possible. Please find attached a copy of the invoice and any related documentation for your reference.

I appreciate your prompt attention to this matter and look forward to resolving it quickly. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,  
Your Name