

Formal Complaint Regarding Invoice Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the inaccurate details on the invoice [Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I found the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

These inaccuracies have caused [explain any issues caused], and I kindly request that you review and correct the invoice at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]