

Formal Complaint Regarding Financial Discrepancies

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

[Real Estate Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Agent's Name or Agency Manager's Name],

I am writing to formally address an issue regarding financial discrepancies that have arisen during my recent transaction with [specific property address or transaction details].

Upon reviewing the closing statement and various related documents, I discovered several inconsistencies, including [briefly list the discrepancies, e.g., unexpected fees, incorrect commission calculations, etc.]. This has resulted in [explain any consequences you have faced, e.g., financial loss, inconvenience, etc.].

Given the circumstances, I kindly request a thorough investigation into this matter and a prompt response outlining how these discrepancies will be resolved. I trust that [Real Estate Agency Name] values its clients and will take immediate action to address my concerns.

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

Sincerely,
[Your Name]