

# Billing Complaint Letter

Subject: Urgent: Billing Discrepancy

Dear Store Manager,

I recently purchased items totaling [amount] on [date], but my receipt indicates an incorrect charge of [incorrect amount]. This discrepancy has caused inconvenience and confusion.

I kindly request that the issue be corrected and the appropriate refund or adjustment made promptly.

Please confirm receipt of this letter and the steps to resolve the matter.

Thank you for your immediate attention.

Sincerely,

[Your Name]

[Invoice/Receipt Number]

[Contact Information]

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