

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

[Date]

[Recipient Name or "Customer Service"]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

**SUBJECT: OVERTBILLING CONSUMER COMPLAINT**

Dear [Recipient Name or "Sir/Madam"],

I am writing to formally bring to your attention an issue of overbilling on my recent account statement [or "invoice", "bill"], dated [bill date], with the account number [Account Number/Reference Number].

Upon reviewing the statement, I noticed an overcharge of [amount overcharged] for [describe the goods/services or specific transaction]. This amount does not correspond to the services/products I have received and is inconsistent with our agreed-upon rates.

I kindly request a prompt investigation and correction of this error. Please provide a revised statement reflecting the correct charges and process any necessary refund to my account.

Attached are copies of supporting documents, including [receipts, previous statements, contracts, etc.], highlighting the discrepancy.

I look forward to your timely response to resolve this matter within [reasonable time frame, e.g., "30 days"], as stipulated in your customer complaint handling policy.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]