

Date: [Insert Date]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address Line 1]
[Company Address Line 2]

Subject: Urgent Complaint Regarding Billing Errors – Immediate Resolution Required

Dear [Recipient Name],

I am writing to formally lodge an **urgent complaint** regarding significant billing errors identified in your recent invoice (Invoice Number: [Insert Invoice Number], dated [Insert Invoice Date]). I request immediate corrective action to resolve these discrepancies, as they have caused considerable confusion and financial inconvenience.

Upon reviewing the invoice, I observed the following issues:

- **Discrepancy 1:** [Brief description of the incorrect charge, overcharge, or missing credit]
- **Discrepancy 2:** [Brief description of another error, if applicable]
- **Additional Notes:** [Any further relevant details]

These inaccuracies have resulted in an undue financial burden on my account and have disrupted my usual business operations. I kindly urge you to:

1. Investigate and provide an explanation for each of the identified discrepancies.
2. Issue a corrected invoice reflecting accurate charges.
3. Process any necessary refunds, credits, or adjustments promptly.
4. Confirm in writing the steps taken to resolve these errors and prevent future occurrences.

I trust that you recognize the urgency of this matter and will give it your immediate attention. Please contact me at [Phone Number] or [Email Address] should you require any further information or clarification.

If I do not receive a satisfactory response within [X] business days, I will have no choice but to escalate this matter to relevant authorities or seek alternative remedial action.

Thank you for your prompt attention to resolving this urgent billing issue. I hope to continue our business relationship under mutually satisfactory circumstances.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]
[Your Contact Information]