To,

[Name of Recipient]

[Designation of Recipient]

[Name of the Grocery Store]

Date:

**Subject: Complaint Letter to Grocery Store for Billing Mistakes**

Dear Mr./Mrs. [name of the Recipient],

I would like to file a complaint to you about a billing mistake I encountered on your grocery store. Two days ago I was at your grocery store, [name of the Grocery Store], for my monthly grocery purchasing. The total bill amounted to $600 and I paid it though my credit card.

Yesterday I received my credit card statement and an amount of $600 was deducted two times at the same date and same time. I am sure that there must be a mistake while billing as the guy at the counter was having some problems while using the credit card machine.

So I request you to kindly credit an amount of $600 to my account that was charged twice by mistake. Please find attached with this letter the copy of the original bill. For any queries or details, feel free to contact me any time.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]