[Sender’s Name]  
[Sender’s Address]  
[State, ZIP Code]

[Letter Date]

[Recipient’s Name]  
[Recipient’s Address]  
[State, ZIP Code]

Subject: Summarizes the Intention of the Letter, usually bold – optional

Dear [Recipient’s Name],

I had order household items from your online website yesterday. I received the package, but the billing prices are different from the prices that were mentioned on the website. I had bought the grocery of the total $[X]. But when I received the bill it was total $[X]. I have attached the required documents along with the bill for correction. Please investigate the matter and make adjustments so that I can make the payment immediately.

Sincerely,

[Sender’s Name]

[Sender’s Title] – Optional

[Enclosures: number] - Optional -

cc: [Name of copy recipient] - Optional