

Invoice Dispute Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an issue regarding Invoice #[Invoice Number], dated [Invoice Date], which was issued for [Description of Goods/Services].

After reviewing the invoice, I have identified a discrepancy. Specifically, [describe the specific issue, e.g., overbilling, incorrect items, etc.]. This has raised concerns, and I would appreciate your assistance in resolving this matter promptly.

According to my records, [provide any supporting details or documents, if applicable]. I kindly request that you review this invoice and provide clarification on the mentioned issue.

If necessary, I am available for a call to discuss this matter further. Please let me know a suitable time for you.

Thank you for your attention to this issue. I look forward to your prompt response to resolve this matter amicably.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]