

Service Dispute Acknowledgment

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent billing issues. We acknowledge the receipt of your dispute concerning the invoice dated [Invoice Date] with reference number [Reference Number].

We take such matters seriously and are currently reviewing your concerns. Our team is committed to providing a thorough investigation to resolve this issue as quickly as possible.

Please note that we will get back to you with an update within [Time Frame, e.g., 5-7 business days]. If you have any further questions or require additional assistance, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]