

Invoice Dispute Resolution

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Subject: Dispute Regarding Invoice #[Invoice Number]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally address a dispute regarding Invoice #[Invoice Number] issued on [Invoice Date], for the services provided on [Service Date].

Upon review, I noticed discrepancies in the billed amount, specifically [describe the specific issue or discrepancy]. I believe this may be a misunderstanding and would appreciate your attention to this matter.

I kindly request a review of this invoice and an adjustment of the amount owed to reflect the correct figures. I have attached all relevant documentation to assist in resolving this dispute.

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

Sincerely,
[Your Name]
[Your Position, if applicable]