

# Billing Dispute Resolution Letter

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

Subject: Resolution of Billing Dispute - Contractual Misunderstanding

We hope this message finds you well. We are writing to address the recent billing dispute you brought to our attention regarding the services rendered under our contract dated [Insert Contract Date].

We understand that there appears to be a misunderstanding regarding [specify the nature of the dispute, e.g., service charges, scope of work, etc.]. We value our relationship with you and are committed to resolving this matter amicably.

Upon reviewing the details of your concerns, we would like to propose the following steps to clarify and resolve this issue:

1. **Review of the Contract:** We will re-examine the terms outlined in our agreement to ensure both parties have a clear understanding.
2. **Meeting Discussion:** We would like to schedule a meeting to discuss this matter further. Please suggest a convenient time for you.
3. **Adjustment of Billing:** Based on our discussions, any necessary adjustments to the billing will be made promptly.

We appreciate your patience and cooperation in this matter. Please feel free to reach out to us directly at [Your Phone Number] or [Your Email Address]. We look forward to resolving this dispute swiftly and satisfactorily.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]