

Billing Dispute Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a billing dispute regarding invoice #[Invoice Number] issued on [Invoice Date]. Upon reviewing the charges, I noticed discrepancies that require clarification.

The specific issues I have identified are as follows:

- [Description of discrepancy 1]
- [Description of discrepancy 2]
- [Description of discrepancy 3]

According to our agreement dated [Agreement Date], the charges outlined in the invoice do not appear to align with the terms discussed. I would appreciate your assistance in resolving these discrepancies at your earliest convenience.

Please review the attached documents supporting my claim. I would be grateful if you could provide clarification regarding these charges or issue a corrected invoice.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]