

Billing Dispute Resolution Letter

Date: [Insert Date]

To: [Billing Department Contact Name]

Company Name: [Company Name]

Address: [Company Address]

Email: [Company Email]

Dear [Billing Department Contact Name],

I hope this message finds you well. I am writing to formally dispute a charge on my recent invoice [Invoice Number] dated [Invoice Date] related to our agreement for services rendered.

Upon reviewing the invoice, I noticed that certain services that were supposed to be included in our agreement were not provided and therefore should not have been charged. Specifically, the following services were missing:

- [Missing Service 1]
- [Missing Service 2]
- [Missing Service 3]

In light of this, I kindly request a revised invoice reflecting the correct services provided. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]