

# Client Billing Dispute Resolution

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## Subject: Dispute of Billing Charge

Dear [Recipient Name],

I am writing to formally dispute a discrepancy in my billing for the services rendered on [date of service]. Upon reviewing my invoice #[invoice number], I noticed that the charges listed do not accurately reflect the service details we agreed upon.

Specifically, I would like to address the following discrepancies:

- [Discrepancy 1: Description and Dollar Amount]
- [Discrepancy 2: Description and Dollar Amount]
- [Discrepancy 3: Description and Dollar Amount]

Given these discrepancies, I kindly request a review and correction of my bill. I would appreciate a prompt response regarding this matter. I am willing to provide any further documentation needed for verification.

Thank you for your immediate attention to this issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Position, if applicable]