

Vendor Dispute Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Billing Discrepancy Resolution

Dear [Vendor's Name],

I hope this message finds you well. I am writing to bring to your attention a billing discrepancy we have encountered regarding invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing our records, we have identified the following issues:

- Description of discrepancy 1
- Description of discrepancy 2
- Description of discrepancy 3

We kindly request your urgent attention to this matter and would appreciate it if you could provide clarification or rectify the discrepancies outlined above. It is important for both parties to resolve this quickly to ensure our ongoing collaboration continues smoothly.

Please respond to this letter by [Response Deadline], so we can proceed accordingly. Thank you for your cooperation in resolving this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]