

# Invoice Chargeback Notification

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of a chargeback related to invoice #[Insert Invoice Number] dated [Insert Invoice Date].

After careful review, we have identified a billing error regarding this invoice. The error involves [briefly describe the error, e.g., incorrect amount, duplicated charge, etc.].

We have initiated the chargeback process to rectify this situation and prevent any further complications. We would appreciate your cooperation in reviewing this matter.

Should you have any questions or need further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]