

# Letter Responding to Invoice Dispute

Your Name  
Your Title  
Your Company  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Recipient Company  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

Thank you for your email regarding the disputed charges on invoice #[Invoice Number] dated [Invoice Date]. We value your feedback and take such matters seriously.

After reviewing your concerns about the charges for [describe disputed charge], we have found [explain findings, e.g., errors, misunderstandings, etc.]. As a result, we have decided to [state resolution, e.g., adjust the invoice, maintain the charges, etc.].

If you require further clarification or wish to discuss this matter in more detail, please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. We appreciate your understanding and cooperation in resolving this issue.

Thank you for your continued partnership.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]