

# Invoice Dispute Notification

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute Invoice #[Invoice Number] dated [Invoice Date], which was issued on [Issue Date]. Upon reviewing the invoice, I have identified certain discrepancies that I would like to address.

Specifically, the following issues have been noted:

- Detail or Item 1: [Description of the issue]
- Detail or Item 2: [Description of the issue]
- Detail or Item 3: [Description of the issue]

Given these discrepancies, I kindly request a review of the invoice and a revision to accurately reflect the agreed-upon terms. I appreciate your prompt attention to this matter and look forward to resolving it amicably.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]