

# Vendor Invoice Dispute Resolution Request

**From:** [Your Name]  
**Company:** [Your Company Name]  
**Address:** [Your Company Address]  
**Email:** [Your Email]  
**Phone:** [Your Phone Number]  
**Date:** [Date]

**To:** [Vendor's Name]  
**Company:** [Vendor Company Name]  
**Address:** [Vendor Address]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to bring to your attention a dispute regarding invoice #[Invoice Number], issued on [Invoice Date]. We have reviewed the invoice details and have identified some discrepancies that we would like to resolve.

The specific issues we would like to address are as follows:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

We value our partnership with [Vendor Company Name] and are keen to resolve this matter amicably. Please let us know a convenient time for you to discuss this issue further.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]