

Subject: Dispute Regarding Supplier Charges

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

I hope this message finds you well. I am writing to formally address a dispute regarding the recent charges invoiced to our account, [Account Number], dated [Invoice Date]. Upon reviewing the invoice, we have identified discrepancies that we believe warrant further discussion.

The specific charges in question are as follows:

- Item 1: [Description] - [Disputed Amount]
- Item 2: [Description] - [Disputed Amount]
- Item 3: [Description] - [Disputed Amount]

We have attached relevant documents and previous correspondence that support our position on this matter. We value our relationship and believe that resolving these discrepancies is in our mutual interest.

We kindly request a prompt review of these charges and would appreciate a response by [Response Deadline]. Please let us know a suitable time for a discussion, or feel free to reach out directly at [Your Contact Information].

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]