

# Billing Dispute Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Notification of Billing Dispute

Dear [Vendor Name],

We are writing to formally notify you of a dispute regarding the recent billing statement we received on [Insert Date of Invoice]. After a thorough review, we have identified discrepancies that we believe require immediate attention.

The disputed charges are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Service: [Insert Date]
- Disputed Amount: [Insert Amount]
- Description of Issue: [Provide brief description]

We kindly request that you review the above details and provide clarification or corrections as necessary. We appreciate your prompt attention to this matter and look forward to your response by [Insert Response Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]