

Letter of Appeal Against Erroneous Invoice

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Appeal Against Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal against Invoice #[Invoice Number], dated [Date of Invoice], which I believe was issued in error.

Upon reviewing the details, I noticed discrepancies regarding [briefly explain the errors, e.g., incorrect charges, services billed that were not received, etc.]. The correct charges should be [state the correct charges or reference any agreements].

Enclosed with this letter are copies of the relevant documentation supporting my appeal, including [list the enclosures, e.g., previous agreements, receipts, etc.].

I kindly request that this matter be reviewed and the necessary adjustments be made to the invoice at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]