

Subcontractor Invoice Dispute

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Dispute Regarding Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address an issue regarding Invoice #[Invoice Number] dated [Invoice Date], which was submitted for payment on [Submission Date].

After reviewing the invoice, we noted several discrepancies that we believe warrant a discussion:

- Item 1: [Describe the discrepancy]
- Item 2: [Describe the discrepancy]
- Item 3: [Describe the discrepancy]

We value our partnership and would like to resolve this matter amicably. Please review the above points and let us know how you would like to proceed. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]