

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

Recipient's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my objection to the recent invoice (Invoice Number: [Invoice Number]) dated [Invoice Date], which I received on [Date Received]. Upon reviewing the charges listed, I was surprised to find unexpected charges totaling [Amount].

It is my understanding that our agreement stipulates [brief explanation of the agreed terms]. However, the charges listed in the invoice do not align with our agreement.

I kindly request a detailed breakdown of the charges in question, along with any supporting documentation. I believe this will help clarify any misunderstandings and resolve this matter promptly.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,  
[Your Name]