

Disagreement on Charges Rendered

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the charges rendered on my account, referenced under invoice number [Invoice Number], dated [Invoice Date].

Upon reviewing the billing statement, I noticed the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

These charges seem to be inconsistent with our agreement and previous communications. I kindly ask you to review and provide clarification regarding these charges.

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

Sincerely,

[Your Name]