

# Dispute on Invoice Charges

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

**[Date]**

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

Dear [Recipient Name],

I am writing to formally dispute the charges reflected on invoice #[Invoice Number], dated [Invoice Date]. Upon review, I have noticed discrepancies that require clarification.

The specific charges in question are as follows:

- Charge Description 1 - [Disputed Amount]
- Charge Description 2 - [Disputed Amount]

I believe these charges are inaccurate due to [brief explanation of the reasons for dispute]. I kindly request that you review this matter and provide clarification or correction at your earliest convenience.

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

Sincerely,

[Your Name]