

Letter of Dispute Regarding Rental Equipment Charges

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

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

Dear [Recipient's Name],

Subject: Dispute of Rental Equipment Charges

I am writing to formally dispute the charges associated with the rental equipment I obtained on [rental date]. The invoice number is [invoice number], and the total amount charged is [amount].

Upon reviewing the charges, I noticed discrepancies that do not align with our rental agreement. Specifically, [describe the specific charges in dispute, e.g., "the late fees appear to be higher than what was agreed upon in our contract."].

I kindly request a thorough review of my account and the associated charges. I believe that the resolution will benefit both parties and uphold our business relationship.

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

Sincerely,

[Your Name]