

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

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

Dear [Recipient's Name],

I am writing to formally dispute the quoted prices provided in your recent correspondence dated [date of the quote]. After reviewing the prices and the corresponding terms, I believe there are discrepancies that need to be addressed.

The quoted price for [specific item or service] appears to be higher than the industry standard, and I have attached relevant documentation for your reference. According to my research, the average market price is [insert average price], which significantly differs from your quoted price of [your quoted price].

I kindly request a review of the quoted prices and a revised estimate that reflects a more competitive rate. I value our business relationship and hope to resolve this matter amicably.

Please let me know a suitable time for us to discuss this issue further. Thank you for your attention to this matter.

Sincerely,  
[Your Name]