

Contractor Billing Dispute

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I am writing to formally dispute the recent billing statement I received on [date of the invoice], which amounts to [amount]. Upon reviewing the details of the invoice, I noticed the following discrepancies:

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

I believe these discrepancies warrant further discussion and clarification before any payment is made. I kindly request a detailed explanation of the charges listed in the invoice.

Please respond to this letter by [date] so we may resolve this matter promptly. Thank you for your attention to this issue.

Sincerely,

[Your Name]