

Formal Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Dispute Over Excessive Billing

Dear [Billing Department Name/Contact Person],

I am writing to formally dispute a recent bill I received dated [Invoice Date], with the invoice number [Invoice Number]. Upon reviewing the charges, I believe that the amount billed is excessive and does not accurately reflect the services provided.

Specifically, I have concerns regarding the following charges:

- [Description of Charge 1: Reason for Dispute]
- [Description of Charge 2: Reason for Dispute]
- [Description of Charge 3: Reason for Dispute]

I kindly request that you investigate these charges and provide clarification or an adjustment to my account. Enclosed are copies of relevant documents, including my previous invoices and correspondence related to this matter.

I appreciate your prompt attention to this issue and look forward to your response within [time frame, e.g., 14 days]. Should you need any further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your understanding.

Sincerely,

[Your Name]