

# Logistics Billing Dispute Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally dispute an error in the recent invoice (Invoice Number: [Insert Invoice Number]) that we received on [Insert Date]. After reviewing the bill, I noticed discrepancies in the charges related to [briefly describe the disputed charges, e.g., shipping costs, extra fees, etc.].

According to our agreement and previous invoices, the agreed-upon rate for [specify the service] should be [insert correct amount], whereas the current invoice states [insert incorrect amount]. I have attached supporting documents for your review, including previous invoices and our service agreement.

I kindly request a review of this matter and a corrected invoice. I believe this issue can be resolved amicably, and I look forward to your prompt attention to this matter.

Thank you for your understanding and cooperation. If you need any further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]