

# Invoice Dispute Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally dispute the service fee outlined in invoice #[Invoice Number] dated [Invoice Date]. After reviewing the details of the services provided, I believe there has been an error in the charges applied.

The specific issue lies in [briefly describe the issue with the service fee]. According to our agreement, [include relevant details about the agreement or services expected].

I kindly request a review of this invoice at your earliest convenience. Please find attached copies of any relevant documents that support my position.

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

Sincerely,

[Your Name]