

Letter of Resolution for Service Fee Invoice Misunderstanding

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address a misunderstanding regarding the service fee invoice dated [Insert Invoice Date] with invoice number [Insert Invoice Number].

Upon reviewing the invoice, it appears that there may have been discrepancies concerning the charges outlined. I would like to clarify these items to ensure both parties have a clear understanding and resolution.

Specifically, I noted the following items of concern:

- [Specific Charge or Fee with Explanation]
- [Specific Charge or Fee with Explanation]
- [Specific Charge or Fee with Explanation]

I would appreciate the opportunity to discuss these points further. Please let me know a convenient time for us to connect or if you prefer to respond via email. My goal is to amicably resolve this matter as soon as possible.

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

Sincerely,

[Your Name]

[Your Title/Position]