

Invoice Dispute Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Invoice Dispute for Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the charges outlined in Invoice #[Invoice Number] dated [Invoice Date]. After reviewing the invoice, I found discrepancies that I would like to address:

- Discrepancy 1: [Description of Discrepancy]
- Discrepancy 2: [Description of Discrepancy]
- Discrepancy 3: [Description of Discrepancy]

In light of the above points, I kindly request a review of this invoice and an adjustment where necessary. I believe resolution of this matter will enhance our ongoing relationship.

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

Sincerely,

[Your Name]

[Your Position, if applicable]