

# Invoice Dispute Notification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute an invoice that we received pertaining to billing cycle [Insert Billing Cycle], dated [Insert Invoice Date], and invoice number [Insert Invoice Number].

Upon reviewing the invoice, I noticed a discrepancy that I believe warrants clarification. Specifically, [briefly describe the confusion or error regarding the billing cycle, e.g., overlapping charges, incorrect billing period, etc.].

To assist in resolving this issue, I have attached supporting documentation for your review.

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know if you require any further information or clarification from my side.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]