

Invoice Dispute Notification

Date: [Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute a charge that appears to be duplicated on our recent invoice, Invoice Number: [Invoice Number], dated [Invoice Date].

It has come to our attention that the following charge has been listed twice:

- Description: [Charge Description]
- Amount: [Charge Amount]

We kindly request that you review the invoice and provide clarity on this matter at your earliest convenience. We value our relationship and want to ensure that all financial dealings between our companies are accurate and transparent.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further details to assist with this dispute.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]