

Invoice Dispute Notification

From: [Your Name]
Email: [Your Email]
Phone: [Your Phone Number]
Date: [Current Date]

To: [Recipient Name]
Company: [Recipient Company Name]
Email: [Recipient Email]
Phone: [Recipient Phone Number]

Subject: Dispute of Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute Invoice #[Invoice Number], dated [Invoice Date], due to incorrect billing details.

The discrepancies are as follows:

- [Description of Incorrect Detail 1]
- [Description of Incorrect Detail 2]
- [Description of Incorrect Detail 3]

Please find attached copies of the invoice and any supporting documents for your review.

I kindly request that you look into this matter at your earliest convenience and provide a corrected invoice. Thank you for your prompt attention to this issue.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]