

Invoice Dispute Notification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute the recent invoice [Invoice Number] dated [Invoice Date], as I believe there has been an incorrect calculation of the tax applied.

Upon reviewing the invoice, I noticed that the tax percentage applied does not align with the agreed-upon rate in our contract, which is [Insert Correct Tax Rate]. Based on my calculations, the correct tax amount should be [Insert Correct Tax Amount], rather than the [Insert Incorrect Tax Amount] stated in the invoice.

I kindly request a review of this calculation and a revised invoice reflecting the correct tax amount. Please let me know if you need any additional information or documentation to assist in resolving this matter.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]