

Invoice Dispute Notification

Date: [Insert Date]

To,

[Vendor/Service Provider Name]

[Vendor/Service Provider Address]

[City, State, Zip Code]

Subject: Dispute Notification for Invoice #[Invoice Number]

Dear [Vendor/Service Provider Contact Name],

I hope this message finds you well. I am writing to formally dispute the charges outlined in Invoice #[Invoice Number] dated [Invoice Date]. Upon review, I have identified an overcharged amount of [Amount Disputed].

The charge that appears to be incorrect is related to [Briefly Describe the Specific Service or Item]. According to our previous agreement, the correct amount should be [Correct Amount].

For your reference, I have attached the relevant documents and our agreement for your review. I kindly ask that you investigate this matter and adjust the invoice accordingly.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]