

# Invoice Dispute Notification

Date: [Date]

Invoice Number: [Invoice Number]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Contact Name],

I am writing to formally dispute the recent invoice [Invoice Number] dated [Invoice Date] for the services rendered as outlined in our agreement.

Upon reviewing the invoice, I have noticed that the services claimed to have been provided were not actually rendered. Specifically, the following services are in dispute:

- [Service Description 1]
- [Service Description 2]
- [Service Description 3]

As a result, I kindly request a revision of the invoice to reflect the accurate charges based on the services that were actually provided. Please provide us with your response by [Response Deadline].

Thank you for your prompt attention to this matter. I look forward to resolving this issue amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]