

Invoice Dispute Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally dispute the charges listed in Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed unauthorized fees that were not discussed or agreed upon in our previous communications.

The specific fees I am disputing include:

- [Description of Unauthorized Fee 1] - \$[Amount]
- [Description of Unauthorized Fee 2] - \$[Amount]
- [Any Additional Unauthorized Fees]

I request that these unauthorized fees be reviewed and removed from the total balance due. Please provide clarification on these charges and any supporting documentation that justifies their presence in the invoice.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]