

Invoice Dispute Resolution

From: **[Your Name]**
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

Date: [Date]

To: **[Recipient's Name]**
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Dispute Resolution for Invoice #[Invoice Number]

Dear [Recipient's Name],

I am writing to formally dispute the charges outlined in Invoice #[Invoice Number] dated [Invoice Date]. After reviewing the invoice, I have identified the following discrepancies:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

I would appreciate your prompt attention to this matter and request a reconsideration of the charges mentioned. I believe that a thorough review will support my claims and allow us to resolve this issue amicably.

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

Sincerely,

[Your Name]

[Your Position, if applicable]