

# Claim for Erroneous Vendor Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally dispute certain charges that appear on my recent invoice [Invoice Number] dated [Invoice Date]. After reviewing the details, I have identified a few discrepancies that I believe were made in error.

The charges in question are as follows:

- Item/Service Description: [Description] - Amount: [Amount]
- Item/Service Description: [Description] - Amount: [Amount]

According to our agreement and previous billings, these charges exceed the expected amount for these services/products. I kindly request that you review these charges and provide clarification at your earliest convenience.

Please let me know if you need any further information from my side to expedite the resolution of this matter. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]