

# Letter of Dispute Regarding Vendor Billing Error

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 hope this message finds you well. I am writing to formally dispute a billing error that I have identified in our recent invoice #[Insert Invoice Number] dated [Insert Invoice Date].

Upon reviewing the invoice, I noticed the following discrepancies:

- [Describe the billing error, e.g., charges that were not agreed upon, incorrect quantities, etc.]
- [Add additional errors if necessary]

According to our agreement, [Reference any specific terms or agreements regarding billing]. Therefore, I kindly request that you review the attached documents and make the necessary adjustments to the invoice accordingly.

Please let me know if you require any further information to expedite the resolution of this issue. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company, if applicable]