

Formal Objection to Invoice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Formal Objection to Invoice #[Invoice Number]

I am writing to formally object to the invoice #[Invoice Number] dated [Invoice Date], which we received on [Date of Receipt]. We have reviewed the invoice and found discrepancies that need to be addressed.

Specifically, we dispute the following charges:

- [Description of Disputed Charge 1]
- [Description of Disputed Charge 2]
- [Description of Disputed Charge 3]

We believe these charges are inaccurate for the reasons outlined below:

[Provide a brief explanation of the reasons for objection]

We kindly request that you review this matter and provide us with a revised invoice. We value our relationship and hope to resolve this issue amicably and promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]