

# Notification of Vendor Charge Dispute

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to formally notify you of a charge dispute regarding invoice number [Insert Invoice Number] dated [Insert Invoice Date]. Upon reviewing our records, we have identified discrepancies that require immediate attention.

The disputed charges are as follows:

- Charge Description 1: [Detail]
- Charge Description 2: [Detail]
- Charge Description 3: [Detail]

We request that you provide clarification or supporting documentation for these charges. Please respond by [Insert Deadline] so we can resolve this matter expediently.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]