

# Service Invoice Dispute

Date: [Insert Date]

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

To: [Service Provider's Name]  
[Service Provider's Address]  
[City, State, Zip Code]

Subject: Dispute Regarding Invoice #[Invoice Number]

Dear [Service Provider's Name],

I am writing to formally dispute the charges outlined in invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I have identified discrepancies that I would like to address.

The specific issues I have identified are as follows:

- [List the first discrepancy]
- [List the second discrepancy]
- [List any additional discrepancies]

I believe these charges are incorrect for the reasons outlined above, and I would appreciate your prompt attention to this matter. I am hoping we can resolve this dispute amicably and in a timely manner.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]