

Letter of Disagreement

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally address the billing discrepancies related to Project [Project Name/Number] for the period of [Start Date to End Date].

Upon reviewing the recent invoice submitted on [Invoice Date], I noticed several items that do not align with our agreed terms and conditions:

- [Discrepancy 1: Description]
- [Discrepancy 2: Description]
- [Discrepancy 3: Description]

To resolve this matter efficiently, I would appreciate it if we could schedule a meeting at your earliest convenience to discuss these issues. I believe we can come to a satisfactory agreement that reflects the true scope of work completed.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]