

# Contractor Billing Issue Resolution

Date: [Insert Date]

From: [Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

## **Subject: Resolution of Billing Issue**

Dear [Contractor's Name],

I am writing to bring to your attention a billing issue we encountered regarding invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, we noticed discrepancies between the billed amount and our agreed-upon terms.

Specifically, the issues are as follows:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

We kindly request that these issues be reviewed and corrected at your earliest convenience. We value our partnership and appreciate your attention to this matter.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] if you have any questions or need further clarification.

Thank you for your prompt response to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]