

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Invoice Dispute Negotiation

Dear [Contractor's Name],

I hope this message finds you well. I am writing to discuss the invoice #[Invoice Number] dated [Invoice Date], regarding the [Description of Work/Service]. Upon reviewing the details, I have identified some discrepancies that we need to address.

Specifically, [briefly outline the disputed items or issues with the invoice, e.g., overcharges, unmet terms]. I believe it is important that we resolve these issues promptly to maintain our professional relationship and ensure fairness for both parties.

I propose that we meet to discuss this matter in detail. Please let me know your availability for a meeting within the next week, as I believe open communication will lead to a resolution that benefits us both.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]