Dispute Resolution Request

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 a dispute regarding invoice #[Invoice Number], dated [Invoice Date], which was issued for [description of services rendered].

Upon reviewing the invoice, I have identified several discrepancies that I would like to resolve. The specific issues are as follows:

- [Detail of discrepancy 1]
- [Detail of discrepancy 2]
- [Detail of discrepancy 3]

In light of these discrepancies, I kindly request a review of the invoice and a prompt resolution. I believe it is in our best interest to address this matter amicably and expediently.

Please let me know a convenient time for us to discuss this further, or if you would prefer to handle the resolution in writing, I welcome your response at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]