

Dispute Resolution Request

Date: [Insert Date]

To: [Law Firm Name]

Address: [Law Firm Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a dispute resolution regarding the recent billing statement dated [Insert Billing Date], which details charges for legal services rendered.

Upon reviewing the invoice, I noticed the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

These issues raise concerns about the accuracy of the charges, and I would appreciate the opportunity to discuss them in detail. Please let me know a convenient time for us to have a conversation or, if preferable, I am open to resolving this through written correspondence.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]