

Invoice Dispute Resolution Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute an invoice that was issued on [Invoice Date], with the invoice number [Invoice Number]. The total amount due is [Invoice Amount].

The reason for this dispute is [explain the reason for the dispute briefly]. I believe that an error has occurred regarding [specific details of the dispute].

To resolve this matter, I respectfully request a thorough review of the invoice and a prompt response by [specific date]. I am confident that we can come to a satisfactory resolution.

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

Sincerely,

[Your Name]

[Your Title, if applicable]