

Invoice Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Dispute of Invoice #[Invoice Number] for Chargeback

Dear [Recipient Name],

I am writing to formally dispute Invoice #[Invoice Number] dated [Invoice Date], which was charged to my account on [Charge Date]. I believe there has been an error concerning the charges outlined in the invoice.

The discrepancy arises from [Briefly describe the reason for the dispute, e.g., incorrect amounts, unauthorized charges, failure to deliver services/products as promised]. I have attached supporting documentation to substantiate my claim.

I kindly request the following actions to be taken:

- Review the attached documents provided for clarity.
- Rectify the invoice charges accordingly.
- Issue a confirmation of the changes made to the invoice.

Please reach out to me at your earliest convenience to discuss this matter further. I appreciate your attention to this issue and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]

Attachments: [List any attached documents]