

# Invoice Dispute Resolution Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient'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 Goods/Services].

Upon reviewing the invoice, I have identified some discrepancies that I would like to discuss:

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

According to our records, [provide a brief explanation or reference to an agreement or prior communication]. Given this information, I request a review of the disputed charges.

I am looking forward to your prompt response to resolve this matter amicably. Please let me know a suitable time for us to discuss this in further detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]