

Invoice Dispute Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute the invoice dated [Insert Invoice Date], with the Invoice Number [Insert Invoice Number], due to incorrect billing details.

Upon reviewing the invoice, I noticed discrepancies regarding [briefly describe the issue, e.g., amount charged, services billed, etc.]. Specifically, [provide details of the incorrect information].

According to our records, the correct information should be [state the correct information]. I kindly request that you review this matter at your earliest convenience and provide clarification on the billing details.

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

Sincerely,

[Your Name]