

# Invoice Dispute Clarification

Date: [Insert Date]

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute certain charges that appeared on my recent invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed an unauthorized charge of [Amount] for [Description of Charge].

I did not authorize this charge, nor do I have any record of this transaction taking place. I kindly request a detailed explanation of this charge and any supporting documentation that may clarify this situation.

For your reference, I have attached copies of relevant documents, including a copy of the invoice and any pertinent correspondence regarding this matter.

I appreciate your prompt attention to this issue and look forward to resolving it amicably. Please contact me at your earliest convenience to discuss this matter further.

Thank you for your assistance.

Sincerely,  
[Your Name]