

Invoice Dispute Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Invoice Dispute Clarification - Duplicate Charges

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute charges on Invoice #[Invoice Number] issued on [Invoice Date]. Upon reviewing the invoice, I noticed that there are duplicate charges for [describe the specific services or products].

The total amount listed for [describe duplicated items] appears twice, resulting in an overcharge of [insert amount]. I have attached the invoice for your reference.

I kindly request your assistance in addressing this matter and to provide clarification on the duplicate charges. I appreciate your prompt attention to this issue, and I look forward to your swift response, ideally by [insert date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]