

# Invoice Dispute Clarification

Date: [Insert Date]

Recipient Name  
Recipient Company  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss an invoice discrepancy that we have encountered regarding invoice number [Invoice Number], dated [Invoice Date]. After reviewing the details of the invoice, we have identified an overcharge for the services provided.

Specifically, we believe that the charges for [specific service or item] are higher than previously agreed upon in our contract dated [Contract Date]. According to our records, the rate per [hour/service/item] should be [correct rate], and the invoice reflects a charge of [charged rate].

We kindly request your assistance in clarifying this matter and adjusting the invoice accordingly. Please find attached the supporting documents that detail our agreement and the discrepancies identified.

Thank you for your attention to this matter. We appreciate your prompt response so that we can resolve this issue amicably.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]