

Invoice Dispute Clarification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify a dispute regarding invoice #[Insert Invoice Number] dated [Insert Invoice Date]. We have noticed some discrepancies in the pricing that we believe need to be addressed.

The specific item in question is [Describe Item/Service], which was billed at [Insert Incorrect Price] instead of the agreed price of [Insert Correct Price]. According to our records, we had previously discussed and confirmed this pricing in our agreement dated [Insert Agreement Date].

We kindly request your assistance in reviewing this matter and adjusting the invoice accordingly. Please let us know if you require any further documentation or information to facilitate this process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]