

Invoice Dispute Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address an invoice dispute concerning Invoice #[Insert Invoice Number] dated [Insert Invoice Date]. Our review has identified discrepancies related to the terms outlined in our contract dated [Insert Contract Date].

According to section [Insert Section Number] of our contract, [briefly describe the relevant terms]. However, the invoice reflects charges that do not align with these terms, specifically [insert details of the discrepancies].

We kindly request clarification on the charges outlined in the invoice. We believe it is essential to resolve this issue promptly to maintain our positive working relationship. Please find attached [mention any supporting documents if applicable].

We appreciate your attention to this matter and look forward to your prompt response to clarify these discrepancies. Should you need further information, do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]