

Invoice Dispute Clarification

Date: [Insert Date]

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip]

Subject: Clarification Regarding Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute the invoice #[Invoice Number] dated [Invoice Date] regarding the services provided under our agreement.

Upon reviewing the invoice, I noticed that certain services were either not delivered or not performed in accordance with the terms outlined in our contract. Specifically, [briefly describe the services in question and the reasons for non-fulfillment].

In light of this, I kindly request a detailed explanation and clarification regarding the charges listed in the invoice. I would appreciate your prompt attention to this matter to ensure we can resolve it amicably.

Thank you for your understanding, and I look forward to your swift response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]