

# Invoice Dispute Formal Request

Date: [Insert Date]

To:

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute invoice #[Invoice Number] dated [Invoice Date] for the amount of [Invoice Amount].

Upon reviewing the invoice, I noticed discrepancies that require clarification:

- [Detail the specific dispute, e.g., incorrect charges, missing items, etc.]
- [Another item or detail if necessary]

As per our agreement and the terms outlined in our contract, I kindly request a review of this invoice. Please provide any necessary documentation that supports the charges presented in the invoice.

I appreciate your prompt attention to this matter and look forward to resolving this dispute amicably. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]