

# Subject: Dispute Regarding Invoice #12345

Dear [Billing Department/Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the pricing on Invoice #12345, dated [Invoice Date], for the services rendered on [Service Date].

Upon reviewing the invoice, I noticed that the charge of [Incorrect Amount] for [Service/Product Description] does not match the agreed-upon rate of [Agreed Amount].

Attached for your reference are the relevant documents, including our original agreement and prior invoices, which clearly outline the agreed pricing.

I would appreciate your prompt attention to this matter and a corrected invoice reflecting the accurate charge. Please let me know if you require any additional information to resolve this dispute.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]