

Invoice Pricing Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Invoice Pricing Dispute - Contract # [Insert Contract Number]

Dear [Recipient Name],

I am writing to formally dispute the pricing indicated in Invoice #[Insert Invoice Number] dated [Insert Invoice Date]. Upon reviewing the invoice against the terms outlined in our contract dated [Insert Contract Date], I have identified discrepancies that require clarification.

Specifically, the following issues have been noted:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

According to our agreement, the pricing for these services/products should be as follows:

- [Correct Price 1: Description]
- [Correct Price 2: Description]
- [Correct Price 3: Description]

To resolve this dispute, I kindly request a review of the attached documents which include copies of our contract and relevant correspondence. I believe this situation can be addressed promptly and amicably.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]