

# Invoice Pricing Dispute

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a discrepancy found in Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I noticed an incorrect item listing that has resulted in an inaccurately stated total amount.

Specifically, the item listed as [Incorrect Item Name] was charged at [Incorrect Price], whereas the agreed price was [Correct Price]. This error has led to a total discrepancy of [Amount of Discrepancy].

I kindly request a revision of the invoice to reflect the correct item pricing and an updated total amount. Please find attached relevant documents for your reference.

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

Best regards,

[Your Name]  
[Your Title, if applicable]  
[Your Company Name, if applicable]