

Invoice Pricing Dispute

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

[Date]

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

Dear [Recipient Name],

Subject: Dispute Regarding Invoice # [Invoice Number]

I am writing to formally dispute the pricing outlined in Invoice # [Invoice Number] dated [Invoice Date]. After reviewing the invoice, I have noticed a miscalculation in the total amount due.

Specifically, the charges for [describe the item or service] do not align with our agreed pricing of [agreed price], resulting in a discrepancy of [discrepancy amount]. I have attached [any relevant documents or evidence] for your reference.

I kindly request that you reassess the invoicing for this matter and provide a revised invoice at your earliest convenience. I value our relationship and wish to resolve this discrepancy amicably.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]