

Invoice Pricing Dispute Letter

Date: [Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the pricing discrepancies noted in Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I observed that the promotional discount that was offered to us during our recent transaction appears to be absent.

As per our agreement, the promotional discount of [Discount Percentage or Amount] was supposed to be applied to our order, which totals [Total Amount]. However, the invoice reflects a total of [Invoice Amount] without the adjustment.

We value our partnership with [Company Name] and appreciate your efforts in providing exceptional service. We kindly ask you to review the invoice and adjust the total accordingly to reflect the promotional discount. Attached are the relevant documents, including the promotional offer details for your reference.

Thank you for your prompt attention to this matter. I look forward to your response and resolution of this invoice pricing dispute.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]