

Invoice Pricing Dispute

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally dispute charges listed on the invoice number [Invoice Number], dated [Invoice Date]. I noticed several unauthorized charges that do not align with our previously agreed terms.

Specifically, the following items are in question:

- Item 1: [Description] - Charged: [Amount] - Expected: [Amount]
- Item 2: [Description] - Charged: [Amount] - Expected: [Amount]
- Item 3: [Description] - Charged: [Amount] - Expected: [Amount]

According to our agreement, we had set the following pricing for the services/products:

[Briefly outline the agreed terms]

I kindly request a review of this invoice and a correction of any discrepancies found. Please provide documentation justifying the charges within [specific timeframe, e.g., 14 days].

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]