

Invoice Dispute Resolution Letter

Date: [Insert Date]

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

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

Subject: Invoice Dispute - Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute Invoice #[Invoice Number] issued on [Invoice Date] for the amount of [Invoice Amount].

The reason for this dispute is [Explain the reason for the dispute concisely, e.g., discrepancies in billing, service issues, etc.]. I believe this requires your attention to ensure we can resolve it promptly.

I have attached any relevant documents for your review and would appreciate your prompt response regarding this matter. Please let me know a suitable time for us to discuss this issue or if you require any further information from my side.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]