

Invoice Dispute Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the invoice [Invoice Number], dated [Invoice Date], which includes some charges that I believe to be incorrect.

After reviewing the invoice details, I noticed that the following charges seem to be inconsistent with our agreed terms:

- Charge Description 1: [Incorrect Amount] instead of [Correct Amount]
- Charge Description 2: [Incorrect Amount] instead of [Correct Amount]

In an effort to resolve this matter amicably, I would appreciate your prompt attention to this issue. Please let me know if you require any further documentation or information from my side.

Thank you for your assistance in rectifying this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]