

Formal Appeal for Disputed Invoice

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally appeal the invoice numbered [Invoice Number], dated [Invoice Date], which I received on [Date Received]. After reviewing the details, I believe that there are discrepancies that require further clarification.

The invoice in question indicates a charge of [Amount] for [Description of Service/Product], but my records show [Your Explanation of the Dispute]. I have attached relevant documentation to support my claim, including [List of Attached Documents].

Given the circumstances, I kindly request a thorough review of this invoice and look forward to your prompt response. I hope we can resolve this matter amicably and appreciate your attention to this issue.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]