

Invoice Dispute Notice

Date: [Insert Date]

To: [Management Name]

From: [Your Name]

Subject: Dispute Regarding Invoice #[Invoice Number]

Dear [Management Name],

I hope this message finds you well. I am writing to formally bring to your attention a dispute regarding the invoice #[Invoice Number] issued on [Invoice Date].

Upon reviewing the details, I have identified discrepancies concerning [briefly explain the reasons for the dispute, e.g., pricing issues, missing items, incorrect quantities]. These issues have led to [explain any impacts, such as financial implications or operational delays].

To resolve this matter promptly, I kindly request that you review the attached documentation supporting my claims, including [list any attached files or evidence]. It is my hope that we can come to an amicable resolution at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]