

Invoice Dispute Resolution Request

Date: [Insert Date]

To:

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address a discrepancy I have identified concerning Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice details, I found [briefly describe the issue, e.g., "incorrect charges" or "missing credits"].

To resolve this matter, I would like to request the following:

- [Specific action you would like, e.g., "A detailed breakdown of the charges."]
- [Any additional requests, e.g., "A revised invoice reflecting the accurate amounts."]

I would appreciate your prompt attention to this matter, and I look forward to resolving this issue amicably. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or clarification.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]