

Invoice Protest Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally protest Invoice #[Invoice Number] dated [Invoice Date], amounting to [Invoice Amount].

Reasons for the protest include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I kindly request a review of this invoice and an explanation of the charges outlined. I look forward to your prompt response to resolve this matter amicably.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position, if applicable]