

# Invoice Dispute Resolution Request

Date: [Insert Date]

[Your Name]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute invoice number [insert invoice number] dated [insert invoice date] due to [briefly explain the reason for the dispute].

Details of the dispute include:

- [Detail 1]
- [Detail 2]
- [Detail 3]

In accordance with our agreed terms, I kindly request a review of this invoice and a resolution to the dispute. Please find attached supporting documents for your reference.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]