

Dispute Regarding Invoice Details

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

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

Dear [Recipient's Name],

I am writing to formally dispute the details of invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I have identified the following discrepancies:

- [Detail of discrepancy #1]
- [Detail of discrepancy #2]
- [Detail of discrepancy #3]

These discrepancies do not align with our agreed-upon terms as outlined in our contract. I request an immediate review of the invoice and a corrected version be sent to me at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]