

Contested Invoice Submission

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally contest Invoice #[Invoice Number] dated [Invoice Date], which was issued to us on [Issue Date]. We have concerns regarding the following charges:

- [Description of Contested Charge 1]
- [Description of Contested Charge 2]
- [Description of Contested Charge 3]

We request that you provide clarification on these charges and adjust the invoice accordingly. Attached, please find supporting documentation that outlines our position regarding this dispute.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]