

# Invoice Dispute Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a dispute regarding Invoice #[Invoice Number] dated [Invoice Date], in the amount of [Invoice Amount].

After a thorough review of the invoice, I have identified the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

I kindly request a review of these issues at your earliest convenience. Please let me know if you require any additional documentation or information to assist in resolving this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]