

Invoice Dispute Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Dispute Regarding Invoice #[Invoice Number]

I hope this message finds you well. I am writing to formally notify you of a dispute concerning invoice #[Invoice Number], dated [Invoice Date], which was received on [Date Received].

Upon reviewing the details of the invoice, I have noticed some discrepancies that I believe need to be addressed. Specifically, [briefly explain the dispute--e.g., incorrect charges, missing items, etc.].

I kindly request that you review the attached documentation to assist in resolving this matter. I believe that communication and collaboration will enable us to reach a satisfactory conclusion.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further clarification regarding this dispute.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]