[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Dispute of Incorrect Charges on Invoice [INVOICE NUMBER]**

Dear [Recipient’s Name],

We are writing to formally dispute certain charges on [INVOICE NUMBER], dated [DATE], issued by [COMPANY NAME]. Upon review, we have identified discrepancies that require clarification and resolution.

**Details of Disputed Charges**

1. Charge Description: [*Description of charge*]
* Disputed Amount: [AMOUNT]
* Reason for Dispute: [*Explain why the charge is incorrect, e.g., service not rendered, incorrect rate applied, duplicate charge, etc.*]
1. Charge Description: [*Description of additional charge, if applicable*]
* Disputed Amount: [AMOUNT]
* Reason for Dispute: [*Explain reason for disputing this charge.*]

**Supporting Documentation**

To support our position, we have attached the following documentation:

* [*List of documents, e.g., contract, service agreement, proof of prior payment, etc.*]

**Request for Resolution**

We kindly request that the disputed charges be reviewed and corrected. Additionally, we ask for a revised invoice reflecting accurate charges to be issued at your earliest convenience.

Please direct any questions or responses to [Name, Title], at [Email Address/Phone Number]. We appreciate your attention to this matter and look forward to your prompt response.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]