

Invoice Dispute Letter Template

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Their Position]

[Vendor/Supplier/Company Name]

[Address]

[City, State, ZIP Code]

Subject: Dispute of Invoice #[Invoice Number]

Dear [Recipient's Name],

I am writing on behalf of **[Your Company Name]** to formally dispute **Invoice #[Invoice Number]**, dated **[Invoice Date]**, which we received on **[Date Received]**.

After reviewing the invoice, we have identified the following discrepancies:

- **[Briefly describe the issue – e.g., overcharge, duplicate charge, incorrect quantity, unapproved service, missing discount, etc.]**
- **[Add any supporting detail or line items as needed]**

According to our records and the terms agreed upon in **[reference the contract, agreement, or purchase order]**, the correct amount for this invoice should be **[Correct Amount]**, not **[Invoiced Amount]**.

We respectfully request that you review this matter and issue a revised invoice at your earliest convenience. Enclosed are copies of supporting documents including **[e.g., purchase order, previous communications, signed agreement]** for your reference.

We would appreciate it if the matter could be resolved promptly to avoid any disruption in our business relationship. Please contact me at **[Phone Number]** or **[Email Address]** if further clarification is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company Name]