

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Payment Dispute for Invoice #[Invoice Number]

Dear [Recipient's Name],

I am writing to formally dispute a charge related to Invoice #[Invoice Number] dated [Invoice Date]. The total amount of [disputed amount] appears to be incorrect due to [brief explanation of the reason for the dispute].

I kindly request that you review this matter and provide any necessary documentation to support the charge in question. Attached are copies of relevant documents for your reference.

Please respond to this letter by [response deadline], so we can resolve this issue promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]