

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

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Subject: Invoice Dispute - Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the charges listed in Invoice #[Invoice Number], dated [Invoice Date]. After reviewing the invoice against our records, I have identified the following discrepancies:

1. Description of Discrepancy 1
2. Description of Discrepancy 2
3. Description of Discrepancy 3

Given these discrepancies, I kindly request a revised invoice reflecting accurate charges or an explanation regarding the current charges.

Please let me know how you would like to proceed with this matter. I am hopeful for a swift resolution.

Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Position]
[Your Company]