

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Subject: Billing Dispute - [Invoice Number or Account Number]

Dear [Recipient's Name],

I am writing to formally dispute a charge reflected in invoice [Invoice Number] dated [Invoice Date] on my account [Account Number or Description of Service]. Upon reviewing the details of the invoice, I found discrepancies that I believe warrant further investigation.

The specific charge in question is [describe the disputed charge], which I believe to be incorrect due to [briefly explain the reason for your dispute, such as service not rendered, incorrect pricing, etc.]. I have attached supporting documents, including [list any attached documents such as prior invoices, contracts, emails, etc.], for your reference.

I kindly request a detailed explanation regarding this charge and a correction if my claims are found to be valid. I appreciate your prompt attention to this matter, and I hope to resolve it amicably.

Please respond to this letter within [mention a reasonable time frame, e.g., 14 days] to confirm receipt of this dispute and to outline your proposed resolution.

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

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]

[Attachments: List of documents, if any]