[Company Name]

[Company Address]

[City, State, ZIP Code]

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

Dear [Vendor’s Name],

We are writing in reference to Invoice #[INVOICE NUMBER], dated [INVOICE DATE], which we received from your team. After reviewing the charges, we have identified discrepancies that we would like to formally dispute.

**Disputed Charges Include**:

* [*Dispute 1, e.g., “An overcharge for shipping fees that were previously agreed to be waived.”*]
* [*Dispute 2, e.g., “Billed quantities exceed the amounts actually delivered.”*]
* [*Dispute 3, if applicable.*]

To help resolve this matter efficiently, we have included supporting documentation for your review, including [e.g., delivery receipts, purchase orders, previous correspondence].

**Next Steps**:

We respectfully request that the disputed charges be reviewed and adjusted accordingly. Once the invoice is revised, we will process payment promptly for the correct amount. If further clarification is needed, we are happy to discuss this with you directly.

Please contact us at [Email Address/Phone Number] to confirm receipt of this letter and advise on how you wish to proceed.

We appreciate your attention to this matter and look forward to resolving it together.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]