

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**Re: Dispute Resolution for Weekly Timesheet - [Week Ending Date]**

Dear [Contact Person Name],

This letter is in reference to the disputed hours reported on the timesheet for the week of [Start Date] to [End Date], specifically regarding [Invoice Number/Timesheet ID].

Following our discussion on [Date] regarding the discrepancy of [Number of Hours] hours, I have reviewed the project logs and deliverables. Based on our communication, we have reached the following resolution:

- **Original Hours Billed:** [Number]
- **Disputed Hours:** [Number]
- **Adjusted Total Hours:** [Number]
- **Reason for Adjustment:** [Brief explanation, e.g., administrative error, scope clarification, or partial credit]

As a result of this resolution, a revised invoice [Invoice Number] will be issued for the amount of [New Total Amount]. Please disregard the previous statement for this period.

We value our partnership and appreciate your cooperation in resolving this matter promptly. If you have any further questions regarding this adjustment, please contact me directly.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]