

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

[Date]

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

RE: Notice of Dispute Regarding Invoice #[Invoice Number]

Dear [Recipient Name],

I am writing to formally dispute Invoice #[Invoice Number], dated [Date], in the amount of [Amount]. This invoice alleges a breach of the exclusivity clause under the agreement dated [Contract Date].

I categorically deny that a breach of the exclusive engagement provision has occurred. My position is based on the following grounds:

- **Scope of Services:** The services provided to the third party in question fall outside the "Restricted Scope" defined in Section [Section Number] of our agreement.
- **Performance Timeline:** The activities cited occurred [prior to the commencement / after the expiration] of the exclusivity period.
- **Authorization:** Written consent for this specific engagement was previously granted by [Name] on [Date].
- **Lack of Evidence:** The invoice does not provide sufficient factual evidence to substantiate the claim that the exclusivity terms were violated.

Based on the above, the charges outlined in the invoice are invalid. We request that you withdraw this invoice immediately and update your records to show a zero balance regarding this matter.

We value our professional relationship and hope to resolve this misunderstanding amicably. Please provide written confirmation of the cancellation of this invoice by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]