

Date: [Insert Date]

To: [Maintenance Company Name]
Attn: [Contact Person/Billing Department]
Address: [Company Address]

From: [Your Name/Company Name]
Address: [Your Address]
Account/Contract Number: [Insert Number]

RE: NOTICE OF CONTRACT BREACH - UNAUTHORIZED OVERBILLING

Dear [Contact Name],

This letter serves as formal notice that [Maintenance Company Name] is in breach of our maintenance agreement dated [Date of Agreement] regarding Invoice Number(s) [List Invoice Numbers].

Upon review of the billing statements, the following unauthorized charges were identified:

- [Describe issue: e.g., Charges exceeding the agreed hourly rate]
- [Describe issue: e.g., Billing for services not performed]
- [Describe issue: e.g., Unapproved parts or materials costs]
- [Describe issue: e.g., Charges exceeding the pre-approved budget limit]

Per the terms of our contract, specifically Section [Insert Section Number if known], all costs must [state contract requirement, e.g., be pre-approved in writing/adhere to the fixed fee schedule]. The current total overage amounts to \$[Insert Amount].

Required Action:

I request that you issue a corrected invoice or a credit memo for the disputed amount of \$[Insert Amount] within [Number, e.g., 10] business days. We will withhold payment for the disputed portion of the invoice until this matter is resolved.

Please provide written confirmation that these adjustments have been made. I look forward to resolving this discrepancy promptly to continue our professional relationship.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]