

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

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

RE: Clarification of Unapproved Charges on Invoice #[Invoice Number]

Dear [Contractor Name/Billing Department],

I am writing to you regarding invoice #[Invoice Number] dated [Date], which we received on [Date] for maintenance services performed at [Property Address].

Upon reviewing the itemized charges, I noticed the following entries that were not included in the original estimate or authorized in our service agreement:

- [Description of charge 1] - [Amount]
- [Description of charge 2] - [Amount]

According to our records and previous correspondence, the agreed-upon scope of work was limited to [Brief Description of Approved Work] for a total of [Approved Amount]. There is no record of a change order or written approval for these additional costs.

Could you please provide clarification on these specific charges? If these were billed in error, please issue a revised invoice reflecting the agreed-upon amount. If you believe these charges are valid, please provide documentation showing when and by whom these services were authorized.

We would like to resolve this matter promptly to ensure timely payment. I look forward to hearing from you by [Date].

Sincerely,

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