

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

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Disputed Charges - Invoice #[Invoice Number]

Dear [Vendor Contact Name],

I am writing to formally dispute the charges listed on Invoice #[Invoice Number], dated [Date of Invoice], in the amount of \$[Total Amount].

At this time, we are unable to process payment for this invoice because it is missing the necessary supporting documentation required to verify the charges. Specifically, the following information is missing:

- [Description of missing document, e.g., Signed Delivery Receipt]
- [Description of missing document, e.g., Itemized Expense Report]
- [Description of missing document, e.g., Purchase Order Reference]

Our records indicate that according to our agreement, all invoices must be accompanied by the documentation mentioned above before payment can be issued. We request that you provide these documents to resolve this discrepancy.

Please note that the payment for the disputed amount will be withheld until we receive and verify the requested documentation. If there are undisputed portions of this invoice, we will process them according to our standard terms.

Thank you for your prompt attention to this matter. Please forward the requested documents to [Email Address/Department] at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]