

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

[Date]

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

Subject: Formal Dispute of Invoice #[Invoice Number] - Substandard Workmanship

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].

This dispute is based on substandard workmanship regarding the services provided on [Date of Service] at [Location]. Specifically, the work performed does not meet the standards agreed upon in our original contract/agreement for the following reasons:

- [Detail specific issue #1]
- [Detail specific issue #2]
- [Detail specific issue #3]

Due to these deficiencies, the project remains incomplete/unsatisfactory. We are requesting that you [choose one: issue a revised invoice reflecting a credit / rectify the issues at no additional cost / cancel the invoice].

We have attached [photos/documentation] illustrating the substandard work for your review. We are withholding payment for the disputed amount until these issues are resolved to our satisfaction.

Please contact me by [Date] to discuss how you intend to correct this matter. We look forward to a prompt resolution.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]