

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

[Vendor Name]
[Vendor Contact Person]
[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 #[Number], dated [Date], in the amount of [Amount].

We are withholding payment for these charges because [Vendor Company Name] is currently in breach of our Vendor Agreement dated [Contract Date]. Specifically, the breach involves the following:

- [Describe specific breach, e.g., failure to deliver goods, substandard service, or incorrect pricing]
- [Reference specific section/clause of the agreement]

Under the terms of our agreement, payment is contingent upon the satisfactory fulfillment of your contractual obligations. Due to this breach, the charges mentioned above are considered invalid until the issue is resolved.

To resolve this dispute, we require the following actions by [Date]:

- [Action 1: e.g., Correction of the service/goods]
- [Action 2: e.g., Issuance of a credit memo or revised invoice]

Please contact me at [Phone Number] or [Email Address] to discuss how you intend to remedy this breach. We look forward to resolving this matter promptly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]