

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

[Date]

[Vendor Name]
[Attn: Accounts Receivable/Billing Department]
[Vendor Address]
[City, State, Zip Code]

Subject: Formal Dispute of Invoice #[Invoice Number] - Contract Rate Discrepancy

Dear [Contact Person Name or Billing Department],

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

Upon reviewing the invoice against our records and the signed agreement dated [Contract Date], we identified a discrepancy between the billed rates and the contracted rates. The details of the discrepancy are as follows:

- **Service/Item:** [Description of Service/Product]
- **Billed Rate:** \$[Amount] per [Unit]
- **Contracted Rate:** \$[Amount] per [Unit]
- **Disputed Overcharge:** \$[Amount]

According to Section [Section Number] of our contract, the agreed-upon rate for this service is \$[Contracted Rate]. Therefore, the total amount due for this period should be \$[Corrected Total Amount].

We have enclosed a copy of the invoice in question and the relevant page of our contract for your reference. We request that you issue a corrected invoice or a credit memo reflecting the contracted rates immediately.

Please note that we are [paying the undisputed portion of \$[Amount] / withholding payment] until this matter is resolved. We value our partnership and look forward to resolving this billing error promptly.

Please confirm receipt of this notification and provide an update on the correction of this invoice by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]