

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

[Date]

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

RE: Formal Dispute of Invoice #[Invoice Number] - Covered Warranty Maintenance

Dear [Contact Person Name],

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

The services performed on [Date of Service] regarding [Description of Equipment/Property] are covered under the existing warranty agreement [Warranty Contract Number/Reference]. According to the terms of this warranty, the following items/labor should be provided at no cost:

- [Item/Labor Description 1]
- [Item/Labor Description 2]

Attached to this letter is a copy of the warranty agreement highlighting the relevant coverage sections. Because these services fall under warranty maintenance, I request that you revise the invoice to reflect a zero balance or credit the disputed amount of \$[Disputed Amount] back to my account immediately.

Please provide a written confirmation that this dispute has been resolved and that the corrected billing statement has been issued. I look forward to resolving this matter quickly.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Copy of Warranty Agreement, Copy of Invoice #[Invoice Number]