

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

This letter serves as formal notification that [Your Company Name] is disputing the charges listed on Invoice #[Invoice Number], dated [Date], in the amount of [Amount].

The basis for this dispute is the failure to meet the project completion deadline as outlined in our agreement dated [Contract Date]. The project, [Project Name], was scheduled for completion by [Original Deadline]; however, the final delivery was not received until [Actual Completion Date].

Due to this [Number]-day delay, we have incurred the following impacts: [List briefly, e.g., lost revenue, additional labor costs, or contractual penalties].

As per the terms of our contract regarding [Section Number/Liquidated Damages], we are requesting the following adjustment:

- A reduction of [Amount/Percentage] for late delivery fees.
- Credit for services not rendered during the delay period.

We are withholding payment of the disputed amount until this matter is resolved. We are prepared to pay the undisputed portion of [Amount] immediately upon receipt of a revised invoice.

Please contact me by [Date] to discuss a resolution to this billing discrepancy.

Sincerely,

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