

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

[Date]

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

RE: Notice of Disputed Charges - Invoice #[Invoice Number]

Dear [Contact Person Name or Billing Department],

I am writing to formally dispute the charges on the above-referenced invoice dated [Date of Invoice] in the amount of \$[Total Amount].

This dispute is based on the fact that the maintenance services requested on [Date of Service] were not completed as agreed upon. Specifically, the following tasks remain unfinished or were not performed:

- [List incomplete task 1]
- [List incomplete task 2]
- [List incomplete task 3]

According to our agreement/contract, payment is contingent upon the full completion of these services. Because the work is currently incomplete, I am withholding payment of [the full amount / the disputed portion of \$ _____] until these items are addressed.

I request that you contact me within [Number] business days to schedule a time to complete the remaining work. Once the maintenance is finished and inspected, I will promptly release the corrected payment.

Please provide written confirmation that this invoice is being placed in a "disputed" status and that no late fees or interest will accrue while we resolve this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature]
[Your Printed Name]