

Date: [Insert Date]

To: [Vendor Name]

Attention: [Billing Department/Contact Person]

Address: [Vendor Street Address]

City, State, Zip: [City, State, Zip Code]

Subject: Formal Dispute of Invoice #[Insert Invoice Number] - Incorrect Property Location

Dear [Contact Person Name or Billing Department],

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

The basis for this dispute is that the services/deliveries described in the invoice were performed at an incorrect property location. The invoice lists the service address as:

[Insert Incorrect Address Shown on Invoice]

However, this location is not owned, managed, or authorized by our company for this specific service. Our records indicate that the correct location for this order should have been:

[Insert Correct Property Address]

Because the work was not performed at the location requested, we are requesting that you:

- Void the current invoice immediately.
- Investigate the dispatch or delivery error.
- Issue a corrected credit memo or revised invoice if applicable.

We have suspended payment on this specific invoice pending the resolution of this matter. Please confirm receipt of this notification and provide an updated status of the adjustment within [Insert Number] business days.

Thank you for your prompt attention to this billing error.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]