

[Your Name/Department]
[Your 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],

We are writing to formally dispute a portion of the charges listed on Invoice #[Invoice Number], dated [Invoice Date], regarding the labor hours billed for [Project Name/Service Period].

Upon review, we have identified charges for overtime labor totaling [Amount] for [Number of Hours] hours. According to our agreement dated [Contract Date], all overtime labor must be pre-authorized in writing by [Your Company Name]. Our records indicate that no such approval was requested or granted for the period in question.

As a result, we have adjusted our payment to reflect only the pre-approved standard labor rates. We are processing a payment in the amount of [Amount of Undisputed Total] today.

Please provide a revised invoice reflecting the removal of the unapproved overtime charges or provide written documentation of the authorization for these hours. We value our partnership and look forward to resolving this discrepancy promptly.

Sincerely,

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