

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

[Date]

[Vendor Name]
[Vendor Contact Person, if known]
[Vendor Address]
[City, State, Zip Code]

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

Dear [Vendor Contact Name],

I am writing to formally dispute the charges listed on Invoice #[Invoice Number], dated [Date of Invoice], in the amount of \$[Total Amount]. These charges relate to repair work conducted at [Property Address].

The following charges are being disputed because the repairs were not authorized:

- [Description of specific unauthorized repair/service] - \$[Amount]
- [Description of specific unauthorized repair/service] - \$[Amount]

According to our previous agreement, all repairs exceeding \$[Dollar Amount] or falling outside the scope of [Previous Work Order Number] required my explicit written approval before commencement. No such authorization was requested or granted for the items listed above.

As a result, I will be remitting payment for the authorized portion of the invoice only, which totals \$[Amount of Authorized Work]. I request that you remove the unauthorized charges from my account immediately and provide an updated statement showing a zero balance for these items.

Please provide written confirmation of this adjustment within [Number of Days, e.g., 10] business days. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]