

Date: [Insert Date]

To:

[Vendor Contact Name/Billing Department]

[Vendor Company Name]

[Vendor Address]

From:

[Your Name/Company Name]

[Your Address]

[Your Account Number]

Subject: Notice of Dispute: Unauthorized Material Costs on Invoice #[Invoice Number]

Dear [Contact Name],

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

Specifically, we are disputing the following unauthorized costs:

- [Item Description 1] - \$[Amount]
- [Item Description 2] - \$[Amount]

These charges are being disputed for the following reason(s):

[Choose one or more: The materials were never authorized or ordered / The costs exceed the agreed-upon quote / The materials were not delivered / The items were not included in the original contract.]

We request that you review your records and issue a corrected invoice or a credit memo reflecting the removal of these unauthorized charges. We have attached [List attachments: e.g., the original quote, contract, or delivery receipt] for your reference.

Until this dispute is resolved, we will withhold payment for the disputed portion of the invoice. We will, however, remit payment for the undisputed balance of \$[Undisputed Amount] by [Date].

Please provide a written confirmation that this dispute is being investigated within [Number] business days. We look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]