

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

[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Response to Billing Dispute - Invoice #[Invoice Number]

Dear [Client Name],

Thank you for reaching out regarding your concerns with invoice #[Invoice Number], dated [Date of Invoice]. We appreciate the opportunity to clarify the charges and address your dispute.

Following your inquiry, we have conducted a thorough review of the services rendered during this billing period. Below is a detailed, itemized breakdown of the charges included in this invoice:

Date	Description of Service/Item	Hours/Quantity	Rate	Total
[Date]	[Service/Item Description]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Date]	[Service/Item Description]	[0.00]	[\$[0.00]]	[\$[0.00]]
Grand Total:				[\$[Total Amount]]

The charges listed above align with the scope of work outlined in our original agreement dated [Agreement Date]. Specifically, the [Specific Task/Item] was necessary due to [Brief Reason for Charge/Complexity].

We value our partnership and hope this itemized summary resolves any misunderstandings. Please let us know if you have further questions or if you would like to discuss a payment plan for the outstanding balance.

We look forward to hearing from you by [Date].

Sincerely,

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