

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

[Date]

[Name of Law Firm/Attorney]
[Attn: Billing Department]
[Address]
[City, State, Zip Code]

RE: Formal Dispute of Invoice #[Invoice Number]

Dear [Name of Attorney or Billing Manager],

I am writing to formally dispute the charges listed in the invoice dated [Date of Invoice] regarding the matter of [Case Name/Reference Number]. I received this invoice on [Date Received].

I am contesting the following charges for the reasons stated below:

- **Charge for [Item Description]:** [Explain why you dispute this, e.g., service not performed, excessive hours, or rate mismatch].
- **Charge for [Item Description]:** [Explain why you dispute this, e.g., duplicate billing or unauthorized work].

According to our initial fee agreement dated [Date of Agreement], it was understood that [mention relevant clause from your contract regarding fees]. The current invoice does not appear to reflect those terms.

I request that you review these specific entries and provide an itemized clarification or a revised invoice reflecting the corrected balance. I am prepared to pay the undisputed portion of the bill, which amounts to \$[Amount], immediately upon your confirmation of this request.

Please respond in writing within [Number, e.g., 10] business days to confirm receipt of this dispute and to provide a resolution. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]