

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

[Date]

[Name of Professional/Firm]
[Name of Contact Person]
[Firm Address]
[City, State, Zip Code]

RE: Dispute of Invoice/Retainer Charges - Account/Matter No: [Number]

Dear [Name of Contact Person],

I am writing to formally dispute the charges listed in the invoice dated [Date of Invoice] regarding our retainer agreement dated [Date of Agreement].

Specifically, I am contesting the following items:

- [Item Description 1] - [Amount]: [Reason for dispute, e.g., unauthorized service, excessive hours, or incorrect rate]
- [Item Description 2] - [Amount]: [Reason for dispute]

According to the terms of our signed retainer agreement, [Reference specific clause or section]. The current charges do not align with these terms because [Provide brief explanation].

I request that you review these items and provide a revised statement or a detailed explanation justifying these specific costs. In the meantime, I have issued payment for the undisputed portion of the invoice in the amount of [Amount].

Please provide a response regarding this matter by [Date, e.g., 10 business days]. I hope to resolve this discrepancy promptly and continue our professional relationship.

Sincerely,

[Your Signature]

[Your Printed Name]