

June 29, 2023

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: NOTICE OF DISPUTED ACCOUNT

Dear [CONTACT NAME],

We acknowledge receipt of your statement of account for [DESCRIBE] dated [DATE].

We dispute the balance indicated as owing by us on the ground that no goods were ordered by us [OR] no goods have been received by us [OR] the goods delivered do not meet the specifications set out in our purchase order [OR] some of the goods delivered do not meet the specifications set out in our purchase order [OR] the goods delivered are defective [OR] some of the goods delivered are defective [OR] we have paid the amount in question [OR] the amount is incorrect because [INSERT REASON].

Please contact me immediately to discuss the adjustment of our account.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com