

Professional refusal letter for disputed invoice

Subject: Refusal to Pay Invoice [Invoice Number]

Dear [Recipient's Name],

I am writing to formally notify you that I am refusing to pay Invoice [Invoice Number] dated [Date], in the amount of [Amount]. After a careful review of the charges, I have determined that the invoice is inaccurate due to [specific reasons, e.g., services not rendered, duplicate charges, or incorrect amounts].

I kindly request that you review the matter and provide a revised invoice reflecting the correct charges. Until these discrepancies are resolved, I cannot authorize payment.

Please confirm receipt of this letter and advise me of your next steps. I remain open to discussing this issue further to reach a fair resolution.

Sincerely,

[Your Name]

[Your Position, if applicable]

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