

Letter declining payment for unauthorized expenses

Subject: Refusal to Pay Unauthorized Charges

Dear [Recipient's Name],

I am writing to inform you that I will not be paying the charges listed on Invoice [Invoice Number] dated [Date]. These charges were never authorized by me, nor did I request or consent to the related services/products.

Please remove these unauthorized charges immediately and provide me with a corrected invoice.

Failure to do so will leave me with no option but to escalate this matter further.

I expect a prompt resolution within [timeframe, e.g., 7 business days].

Sincerely,

[Your Full Name]

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