

Informal refusal email

Subject: Issue with Your Invoice

Hi [Recipient's First Name],

I received your invoice [Invoice Number], but I won't be making payment because the charges are incorrect. It looks like you billed me for [specific reason, e.g., two months instead of one, or a service I didn't request].

Can you double-check and send me the corrected invoice? Once that's fixed, I'll process the payment right away.

Thanks,

[Your Name]

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