

Courteous refusal email

Subject: Incorrect Charges – Refusal to Pay

Dear [Recipient's Name],

I noticed that your recent invoice includes charges that do not belong to my account. Since these charges are not mine, I will not be paying this invoice.

Kindly review your records and issue a corrected bill at your earliest convenience.

Thank you for your attention to this matter.

Best regards,

[Your Name]

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