[DATE]

Contact Name

Address

Address2

Country

City /Province

Zip/Postal Code

**RE: NOTICE OF DISPUTED BALANCE**

Dear [CLIENT NAME],

We hereby confirm that we have received your statement dated [DATE], indicating a balance of [AMOUNT] for our account number: [NUMBER].

After examination of our records, we dispute said balance for the following reason(s):

* + Goods billed for have not been received.
	+ Prices are in excess of the agreed amount.
	+ Prior payment made in the amount of [AMOUNT] on [DATE].
	+ Goods were not ordered.
	+ Goods were defective as per prior notice [DATE].
	+ As per our rights of return and credit, the goods are available for return.
	+ Other: [DESCRIBE]

Please make the necessary changes to the account as soon as possible. Do not hesitate to contact us so that we find a solution that benefits both of us.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]