[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Notice of Disputed Account**

Dear [CONTACT],

We have received a statement of your account for [DESCRIBE] which is dated [DATE].

I would like to outline that we believe that the balance indicated as owed by us is incorrect because:

We ordered no goods [OR]

We have not received any goods [OR]

The good we have received do not meet the specifications as requested in our order [OR]

The received goods are all defective/ some of the goods are defective [OR]

we have paid the amount in question [OR]

the amount is incorrect because [REASON].

Please contact me immediately to discuss the adjustment of our account.

Kind Regards

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]