

# Notice of Disputed Account

Date: \_\_\_\_\_, 20 \_\_\_\_

To: \_\_\_\_\_

RE: Disputed Account

Dear \_\_\_\_\_:

We are in receipt of your statement of our account dated \_\_\_\_\_, 20 \_\_\_\_\_, indicating a balance due you of \$ \_\_\_\_\_.

We dispute this amount due for the following reasons:

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

Very truly,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name