

NOTICE OF DISPUTED ACCOUNT

Date:

To:

Dear

We refer to your Invoice or Statement No. _____, dated _____,
(year), in the amount of \$ _____.

We dispute the balance claimed for the following reason(s):

- _____ Items billed for have not been received.
- _____ Prices are in excess of agreed amount. Credit of \$ _____ is claimed.
- _____ Prior payment made in the amount of \$ _____ made on _____,
(year), was not credited.
- _____ Goods were not ordered, and are available for return per shipping instructions.
- _____ Goods were defective as per prior notice.
- _____ Goods are available for return and credit per sales items.
- _____ Other:

Therefore, we request you promptly credit our account in the amount of \$ _____ so
that this account may be satisfactorily cleared.

Very truly yours,
