

INFORMATION REQUEST ON DISPUTED CHARGES

Date:

To:

Dear

Please be advised that we have received your statement of charges and we dispute certain charges on our account for the following reasons:

We do want to promptly reconcile our account, so we may pay and resolve this matter; however, we find we need the below checked information or documents:

- _____ Copies of charges noted on reverse side
- _____ Copies of purchase orders
- _____ Debit memoranda outstanding
- _____ List of goods claimed as shipped
- _____ Other:

Thank you for your immediate attention. Upon receipt of the requested information we shall give your statement our prompt consideration.

Very truly yours,
