

Disputed Balance Notice

Date:

To: (Creditor)

We are in receipt of your statement dated _____, 201(x), indicating an unpaid account balance in the amount of \$_____. We dispute the said balance for the reason(s) noted below:

_____ The goods billed for have not been received.

_____ The prices charged by you are in excess of agreed amount.

_____ Prior payment was made in the amount of \$_____ on _____, 201(x).

_____ The goods were not ordered.

_____ The goods were defective as per our prior notice to you.

_____ The goods are available for return to you in accordance with our rights of return and credit.

_____ Other: _____

Please adjust our account accordingly.

Yours very truly, _____