

Disputed Balance Letter

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [supplier]

We are in receipt of your account statement dated _____, 20____, showing a balance due of \$_____. The balance due is incorrect because of the following reason(s):

- Items billed on invoice # _____ have not been received.
- Your statement does not reflect the payment made _____, 20____, in the amount of \$ _____ via our check # _____.
- Your statement does not reflect credit for the following items returned:
- Invoice # _____ dated _____, 20____, was priced incorrectly as outlined:
- Other:

Please adjust our account balance appropriately. If there are questions about the items outlined above, don't hesitate to call us.

Thank you,

H.M. Smith