

CONTRACTOR DISPUTE LETTER — BILLING & OVERCHARGE DISPUTE

Unauthorized Charges / Change Order Dispute · Sample / Educational Use Only

[Client / Property Owner Name]

[Address · City, State ZIP · Phone · Email]

May 21, 2026

[Contractor / Company Name]

[Contractor License No., if known]

[Address · City, State ZIP]

RE: Formal Dispute — Unauthorized Charges and Billing Discrepancies Project: [Project Description] · Contract Date: [Date] · Original Contract Amount: \$[Amount]

Dear [Contractor Name],

I am writing to formally dispute the invoice(s) and charges submitted in connection with the above-referenced project. Your invoice dated [Invoice Date] in the amount of \$[Invoiced Amount] significantly exceeds the agreed contract price and includes charges that were never authorized in writing. I am requesting an itemized accounting and a revised invoice reflecting only the amounts contractually owed.

I. AGREED CONTRACT TERMS

On [Contract Date], we entered into a written [fixed-price / time-and-materials] contract for \$[Original Amount] covering [describe scope of work]. The contract specified that any changes to scope, additional work, or cost increases required a written change order signed by both parties before work commenced. No oral agreements to increase the contract price were made, and none would be enforceable under the terms of our agreement.

II. DISPUTED CHARGES

The following line items on your invoice are disputed for the reasons stated:

Invoice Line Item	Billed Amount	Contracted / Authorized Amount	Disputed Amount	Reason
[e.g., Materials — upgraded fixtures]	\$(Amt)	\$(Amt)	\$(Diff)	Upgrade not authorized in writing
[e.g., Labor — extra hours week of 5/1]	\$(Amt)	\$(Amt)	\$(Diff)	No signed change order
[e.g., Permit fees — amount exceeds actual]	\$(Amt)	\$(Amt)	\$(Diff)	Actual permit cost was \$[X]
[e.g., Disposal / hauling fee]	\$(Amt)	\$0	\$(Amt)	Not included in contract scope

[e.g., Add additional disputed items]				
TOTAL DISPUTED	[\$Total Billed]	[\$Contracted]	[\$Difference]	

III. AMOUNT I ACKNOWLEDGE AS OWED

Description	Amount
Original contract price	[\$Amount]
Authorized change orders (list CO numbers)	[\$Amount]
Less: payments already made	-\$[Amount]
BALANCE I ACKNOWLEDGE AS OWED	[\$Balance]

IV. DEMAND

I hereby demand that you provide, within **10 business days** of receipt of this letter:

- A complete itemized accounting for all materials, labor hours, and subcontractor costs billed on this project;
- Copies of all receipts, supplier invoices, and time records supporting the disputed line items;
- A revised invoice in the amount of **[\$Acknowledged Balance]**, reflecting only the contractually authorized charges.

I am prepared to remit payment of **[\$Acknowledged Balance]** promptly upon receipt of a corrected invoice. I will not remit the disputed amount of **[\$Disputed Total]** without written documentation proving those charges were authorized under our contract or a valid signed change order.

V. RESERVATION OF RIGHTS

If you file a mechanics lien, bond claim, or legal action based on the disputed charges before this matter is resolved, I will vigorously contest those claims and seek all available remedies, including recovery of my attorney's fees and costs under [applicable state contractor statute / contract provision]. I encourage you to resolve this matter through the invoice correction process described above.

Sincerely,

[Client / Property Owner Name]

Enclosures: Original Contract · Signed Change Orders · Disputed Invoice · Prior Payment Records

DISCLAIMER: Sample template for educational purposes only. Not legal advice. Contractor and mechanic's lien laws vary significantly by state. Consult a licensed construction attorney. Template by AI For Legal Research — aiforlegalresearch.com