

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re: <<Details of goods/services>>

We are writing to you to complain about the increase in price of £<< >> for the above invoice in relation to <<details of goods/services>>.

Your original <<estimate or quotation>> for <<details of goods/services>> was for £<< >>. This was a fixed price for which we entered into a contract with you. [A copy of the original <<estimate or quotation>> is enclosed herewith.]

Your claim that the increase is due to <<reasons for increase>> is not acceptable. We have not at any time have we agreed with you that we would bear any additional costs <<details of costs>>. Our contractual obligation is, therefore, to supply <<details of goods/services>> at the original price shown in your <<estimate or quotation>>.

Please send a revised invoice reflecting the original price for <<details of goods/services>> and a credit note for the above invoice.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>

Enc. << >>