

Payment Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute an overdue invoice that I believe has been inaccurately recorded in your accounts. The details of the invoice are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Invoice Date:** [Insert Invoice Date]
- **Due Date:** [Insert Due Date]
- **Total Amount:** [Insert Total Amount]

Upon reviewing our records, it appears that the payment for this invoice was processed on [Insert Payment Date]. I have attached the payment confirmation for your reference.

I kindly request that you review this situation at your earliest convenience, as I wish to resolve this matter amicably. Please feel free to contact me directly should you need any further information or clarification.

Thank you for your prompt attention to this matter. I look forward to your swift reply.

Sincerely,
[Your Name]