

# Letter of Payment Disagreement Resolution

Date: [Insert Date]

To,

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to address the recent payment disagreement concerning [briefly describe the project or services rendered].

As per our agreement dated [insert date of agreement], the payment of [insert amount] was to be made upon completion of [describe the milestone or scope of work]. However, I noticed that there has been a discrepancy in the payment received.

To resolve this matter amicably, I would like to schedule a time to discuss the following points:

- Clarification on the outstanding payment amount.
- Review of the services provided and their alignment with our initial agreement.
- Possible solutions to resolve the payment issue.

Please let me know your availability for a discussion in the coming days. I believe we can find a resolution that satisfies both parties.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]