

Disputed Invoice Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice # [Invoice Number], which was issued on [Invoice Date]. We noticed there is a discrepancy regarding [briefly describe the disputed amount or issue].

Despite our previous communication on [mention any previous correspondence date], we have not yet received a resolution or response regarding this matter. We value our relationship and would like to resolve this issue at your earliest convenience.

Please let us know how you would like to proceed or if additional information is needed from our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]