

Letter Template for Bridging Payment Dispute Clarification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification on Bridging Payment Dispute

I hope this message finds you well. I am writing to address the ongoing dispute regarding the bridging payment for [project or service description, if applicable]. Our records indicate that there are discrepancies that need to be clarified to facilitate the resolution of this matter.

Details of the payment dispute are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Amount in Dispute:** [Insert Amount]
- **Date of Payment:** [Insert Date]

We believe that [briefly explain your position or reason for dispute]. To aid in resolving this issue effectively, I have attached relevant documentation for your review.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]