

Letter of Dispute Resolution

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

Subject: Payment Dispute Resolution

I hope this letter finds you well. I am writing to address the recent payment dispute concerning Invoice #[Invoice Number] submitted on [Invoice Date]. It has come to my attention that there may have been a miscommunication regarding the scope of work completed and the corresponding payment due.

We recognize the importance of prompt and accurate payment for services rendered, and I would like to clarify our understanding of the work performed and its relation to the agreed contract terms. It appears there may be discrepancies between the billed amount and our records, particularly regarding [specific items or hours in dispute].

To resolve this matter amicably, I propose we schedule a meeting at your earliest convenience to discuss the details further. I believe that through open communication, we can come to a mutually agreeable resolution and ensure continued collaboration without further misunderstandings.

Please let me know your available times for a discussion. I appreciate your attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]