

# Letter of Escalation for Payment Dispute

Date: [Insert Date]

To: [Insert Name]

Title: [Insert Title]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Insert Name],

I am writing to formally escalate the ongoing payment dispute between [Your Company Name] and [Subcontractor's Company Name]. Our previous communications regarding this matter, dated [insert dates of previous communications], have not resulted in a resolution.

Despite our efforts to address the issues related to [briefly describe the services provided], we have yet to receive payment for Invoice #[Insert Invoice Number], amounting to [Insert Amount]. The payment was due on [Insert Due Date], and as of today, it is [Insert Duration] overdue.

We value our relationship with your organization and are keen on resolving this matter amicably. Therefore, we request your immediate attention to this issue and a response by [Insert Response Deadline]. Should this remain unresolved, we may be compelled to explore further actions to recoup the outstanding amount.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]