

Dispute Letter Regarding Late Payment

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally address a dispute regarding a late payment for the invoice [Invoice Number] dated [Invoice Date] that totals [Amount]. According to the terms outlined in our contract, payment was due on [Due Date], and as of today, it remains outstanding.

Despite our previous discussions and reminders sent on [List any dates of previous communications], we have yet to receive the payment. This delay is causing challenges for our cash flow and operational needs.

We kindly request that you provide an update regarding the status of this payment. Furthermore, we would appreciate it if you could expedite the processing of this invoice, or provide us with a clear timeline for when we can expect the payment to be made.

Thank you for your immediate attention to this matter. We hope to resolve this issue promptly and continue our positive business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]