

Payment Dispute Clarification Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally dispute the charges listed on Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the detailed breakdown of costs, I believe there are discrepancies that require clarification.

Specifically, I would like to bring to your attention the following items:

- [Describe the specific charge and the reason for dispute]
- [Describe any additional charge or fee in question]

I kindly request a detailed explanation of these charges and any supporting documentation that can help clarify this matter. I value our business relationship and hope we can resolve this issue promptly.

Thank you for your immediate attention to this matter. I look forward to your response by [insert response deadline].

Sincerely,

[Your Name]