

Subject: Follow-Up on Payment Dispute Resolution

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the payment dispute dated [original dispute date]. As per our last discussion, I was expecting an update on the resolution process.

To recap, the dispute was regarding [brief description of the disputed payment]. I believe this issue can be resolved amicably and would appreciate your prompt attention to ensure a resolution is reached.

If you require any additional information from my end to expedite this process, please let me know. I look forward to your response and hope to resolve this matter as soon as possible.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email Address]