

Payment Dispute Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you of a dispute regarding the payment for invoice #[Invoice Number] dated [Invoice Date]. The total amount due was [Amount], which we believe has not been accurately recorded as paid.

Upon reviewing our records, we have identified discrepancies that need clarification:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

We kindly request your immediate attention to this matter and would appreciate a response by [Response Deadline]. Please send us your findings and any relevant documentation that may assist in resolving this dispute.

Thank you for your cooperation. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]