

# Formal Dispute of Unpaid Bill

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

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

Dear [Recipient's Name],

I am writing to formally dispute the unpaid bill with reference number [Insert Reference Number], dated [Insert Bill Date]. According to my records, I have already made the payment on [Insert Payment Date], and I have attached a copy of the payment receipt for your reference.

It is my understanding that this matter needs to be resolved promptly. Therefore, I kindly request a thorough review of my account and the bill in question. I would appreciate a written confirmation of receipt of this letter, as well as a response regarding the status of my dispute.

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

Sincerely,  
[Your Name]