

Payment Liability Dispute Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally dispute the payment liability associated with [insert details regarding the specific payment or account number]. I believe there has been an error leading to an erroneous charge of [insert amount] on my account.

The details of the disputed charge are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: [Insert Amount]
- Description: [Insert Description]

I kindly request that you investigate this matter. Attached are copies of relevant documents supporting my claim, including [list any attached documents, e.g., invoices, statements, correspondence].

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

Sincerely,

[Your Name]