

# Payment Dispute Resolution

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally address a dispute regarding payment for invoice #[Insert Invoice Number], dated [Insert Invoice Date]. As of today, the payment of [Insert Amount] remains unresolved.

The details are as follows:

- Invoice Date: [Insert Invoice Date]
- Due Date: [Insert Due Date]
- Amount Due: [Insert Amount]
- Description of Services: [Insert Description]

Despite my previous correspondence on [Insert Previous Correspondence Dates], I have yet to receive a satisfactory response or resolution. I would like to request a prompt review of this matter and an update on the payment status.

Please let me know if there are any forms or additional information you require from my side to expedite the resolution process. I am looking forward to your prompt response within [Insert Time Frame].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]