

Resolution Request for Disputed B2B Payment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a resolution regarding a payment dispute that has arisen between our companies. The details of the transaction are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Date of Invoice:** [Insert Date]
- **Amount Disputed:** [Insert Amount]
- **Description of Goods/Services:** [Insert Description]

Despite our initial agreement, we have encountered discrepancies that require your attention.
[Briefly explain the nature of the dispute and any relevant information].

We kindly ask for your prompt attention to this matter in order to resolve the issue amicably.
Please provide us with any necessary documentation that supports your position in this dispute.

We value our business relationship and are hopeful for a swift resolution. Should you require further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]