

Supplier Payment Dispute Letter

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

[Supplier Company Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

I am writing to formally address a payment dispute regarding invoice #[Invoice Number] dated [Invoice Date]. Upon review of our records, we have noted discrepancies in the invoiced amount and the agreed-upon terms.

According to our agreement, the payment terms stipulate [mention the agreed terms]. However, the invoice reflects an amount of [disputed amount] which does not align with our understanding.

We request that you review this invoice and provide clarification regarding the charges. If an error has occurred, we kindly ask for a corrected invoice to be issued at your earliest convenience.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require additional information or wish to discuss this matter further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]