

Invoice Dispute Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a dispute regarding Invoice #[Insert Invoice Number], dated [Insert Invoice Date].

It has come to my attention that we have not received the credit as agreed upon. According to our records, this credit was to be applied but appears to be missing from the account summary.

Details of the disputed credit are as follows:

- Amount Disputed: [Insert Amount]
- Reason for Dispute: [Insert Reason]
- Date of Agreement: [Insert Date]

I kindly request that you review this matter and provide clarification on the status of the missing credit. I appreciate your prompt attention to this issue.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, ZIP Code]