

Invoice Dispute Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the payment terms outlined in Invoice #[Invoice Number], dated [Invoice Date].

Upon reviewing the invoice, I noticed a discrepancy regarding the payment terms. Specifically, it states that payment is due within [Stated Payment Terms], whereas our agreed-upon terms were [Agreed Payment Terms].

To resolve this issue, I kindly request that you review the terms and provide clarification at your earliest convenience. Please find the relevant documentation attached for your reference.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]