

Invoice Dispute Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Invoice Dispute Notification for Unreceived Services

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute Invoice #[Invoice Number] dated [Invoice Date] in the amount of [Invoice Amount]. Upon reviewing our records, it appears that the services detailed in the invoice have not been received.

According to our agreement dated [Agreement Date], the following services were to be provided:

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

As of today, we have not received the aforementioned services, and therefore, we are unable to process payment for this invoice. We kindly request clarification on this matter and an update on the status of the services.

Please respond by [Response Deadline] to discuss the resolution of this issue. Your prompt attention to this matter is greatly appreciated.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]