

Payment Dispute Resolution Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute a payment related to [Brief Description of Service/Product] dated [Insert Relevant Date]. The total amount listed on the invoice ([Insert Invoice Number]) is [Insert Amount], and I believe there has been an error due to [Brief Explanation of the Dispute].

For your reference, I have attached copies of relevant documents, including the original invoice and any correspondence that supports my position.

I kindly request that you review this issue at your earliest convenience and provide a resolution. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]