

Payment Dispute Notification

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally address a dispute regarding payment for the services rendered under our contract dated [Insert Contract Date].

As per our agreement, the total amount due was [Insert Amount] and was to be paid by [Insert Payment Due Date]. However, as of today, I have not received the payment. This delay has caused some financial strain and I would appreciate your prompt attention to this matter.

I kindly request that you provide an update regarding the status of the payment. If there are any issues or discrepancies that need to be resolved, please inform me at your earliest convenience so that we can work towards a resolution.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]