

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 hope this letter finds you well. I am writing to formally dispute a payment issue regarding [briefly describe the contract/service involved, including dates and reference numbers if applicable].

The agreed-upon terms state [reference specific terms related to payment]. However, it appears that there has been a discrepancy as [describe the nature of the dispute, including the amounts involved and any relevant documentation].

I would appreciate your prompt attention to this matter and would like to propose a meeting to discuss this issue in detail. Please let me know your available dates and times.

Thank you for your cooperation. I look forward to resolving this issue amicably.

Sincerely,

[Your Name]

[Your Position, if applicable]