

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about a disputed payment amount concerning my recent transactions with [Company Name]. The details of the disputed payment are as follows:

Invoice Number: [Invoice Number]

Date of Transaction: [Transaction Date]

Amount Disputed: [Disputed Amount]

Upon reviewing my records, I found discrepancies that do not align with the agreement we had regarding the payment terms. Specifically, [explain the discrepancies or issues briefly].

I kindly request that you review this matter at your earliest convenience and provide clarification on the charges. I believe that this issue can be resolved amicably, and I would appreciate your prompt attention to this matter.

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

Sincerely,

[Your Name]