

# Partial Payment Invoice Dispute Resolution

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Dispute of Partial Payment Invoice #[Invoice Number]

I am writing to address the recent invoice #[Invoice Number] dated [Invoice Date] regarding [Description of Goods/Services]. After careful review, I have identified discrepancies related to the partial payment received.

According to our records, the following items were invoiced:

- [Item 1]: [Amount]
- [Item 2]: [Amount]
- [Item 3]: [Amount]

However, the payment made on [Payment Date] was only for [Partial Amount]. This does not correspond with our agreement and expectations regarding the payment structure.

To resolve this issue amicably, I propose the following steps:

1. Review the original agreement to confirm the payment terms.
2. Set up a meeting to discuss the invoice details and payment records.
3. Reach a mutual understanding regarding the remaining payment due.

We appreciate your prompt attention to this matter and look forward to your response to expedite the resolution process. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]