

Payment Dispute Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute a payment issue related to [describe the service or product] provided on [insert date]. The payment of [insert payment amount] was made; however, I have encountered the following issues: [briefly describe the nature of the dispute].

I have attached copies of all relevant documents, including [list the attachments, e.g., receipts, invoices, correspondence] for your review.

I kindly request that this matter be addressed promptly. Please let me know how we can resolve this issue. I am looking forward to your response by [insert a date that provides a reasonable time frame].

Thank you for your attention to this matter.

Sincerely,

[Your Name]