

Disputed Invoice Mediation Communication

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address an issue concerning invoice #[Invoice Number] dated [Invoice Date], which has been brought to our attention due to discrepancies that we believe need to be discussed and resolved.

Details of the dispute are as follows:

- Item Description: [Item Description]
- Invoice Amount: [Invoice Amount]
- Disputed Amount: [Disputed Amount]
- Reason for Dispute: [Brief Explanation]

We value our business relationship and believe that open communication is essential for resolving this matter amicably. We suggest scheduling a meeting to discuss the details and find a mutually agreeable solution. Please let us know your availability within the next week.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]