

# Invoice Payment Dispute Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a concern regarding invoice #[Invoice Number], dated [Invoice Date], which is currently under dispute.

Upon reviewing the invoice, I noticed discrepancies pertaining to [briefly describe the issue, e.g., incorrect charges, services not rendered, etc.]. Specifically, [provide detailed explanation of the disputed amount or charge].

I kindly request your assistance in clarifying this matter. Attached are the relevant documents, including [list attached documents, e.g., previous correspondence, receipts, etc.], to support my position.

Thank you for your attention to this matter. I look forward to your prompt response to resolve this issue amicably.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]