

Invoice Dispute Clarification

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Position]
[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 an ongoing issue regarding delayed payments related to Invoice #[Insert Invoice Number] which was issued on [Insert Invoice Date].

As per our records, the payment was due on [Insert Due Date], and we have yet to receive the payment, leading to some discrepancies in our accounts. We kindly request clarification on the reasons behind this delay and any steps that can be taken to resolve the situation promptly.

Your prompt response will be greatly appreciated, as we aim to maintain a healthy and productive business relationship.

Thank you for your attention to this matter.

Sincerely,

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