

# Invoice Dispute Clarification

Date: [Insert Date]

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

[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 discuss the recent invoice [Invoice Number] dated [Invoice Date], which has come under some dispute regarding the payment terms.

It appears there may have been a misunderstanding pertaining to the agreed payment terms outlined in our previous communications. According to our records, the payment terms were established as [Insert Payment Terms], whereas the invoice indicates [Insert Misunderstood Terms].

We value our relationship and are keen to resolve this matter promptly and amicably. Please let me know a suitable time for you to discuss this further or if you require any additional documentation to clarify the situation.

Thank you for your understanding, and I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]