

Invoice Dispute Follow-Up

[Your Name]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the discrepancies noted in Invoice #[Invoice Number], dated [Invoice Date], related to the contract #[Contract Number].

As previously discussed, we identified the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We would appreciate your prompt attention to this matter and kindly request a resolution at your earliest convenience. If you require additional information or documentation, please let me know.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]