

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the invoice dispute related to invoice number [Invoice Number], dated [Invoice Date].

As I have not yet received a response, I would like to reiterate my concerns about [briefly outline the dispute]. I understand that these matters can take time, but I would appreciate any updates you could provide.

Please let me know if there is any additional information I can provide to assist in resolving this matter. I look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]