

Invoice Dispute Follow-Up

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the invoice dispute for Invoice #[Invoice Number], dated [Invoice Date]. As we have yet to reach a final resolution, I wanted to reiterate the importance of this matter for our records and ongoing business relationship.

To recap, the details of the dispute are as follows:

- **Invoice Amount:** [Insert Amount]
- **Disputed Amount:** [Insert Disputed Amount]
- **Reason for Dispute:** [Insert Reason]

I would appreciate any further information you could provide regarding the status of the review process. Additionally, please let me know if there are any documents or details needed from my side to expedite this resolution.

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

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