

Invoice Dispute Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[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 my previous communication regarding the dispute for invoice #[Invoice Number] dated [Invoice Date]. As mentioned, we believe there are discrepancies that need to be addressed, and we are still missing the relevant documentation to resolve this matter.

We kindly request that you provide the necessary documents, including [list specific documents needed], at your earliest convenience. This will assist us in clearing up the confusion and facilitating timely payment.

If you have already sent the requested documentation, please disregard this message. Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation, and I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]