

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, ZIP Code]

Subject: Follow-Up on Invoice Dispute - [Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the discrepancies noted in invoice number [Invoice Number], which we discussed on [Previous Discussion Date].

As detailed in our last communication, we have encountered repeated discrepancies on our invoices that remain unresolved. The following issues have been noted:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

We kindly request your prompt attention to this matter, as it has continued to affect our operations. Please let us know if you need any further information from our side to expedite the resolution process.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]