

Invoice Dispute Follow-Up

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence dated [Insert Date of Original Correspondence] regarding the dispute of invoice #[Insert Invoice Number]. As I have not yet received a response, I wanted to ensure that my concerns have reached you.

To recap, the issue at hand pertains to [briefly describe the dispute]. I believe that it is essential for both parties to clarify this matter to avoid any misunderstandings and to maintain a good working relationship.

I would appreciate your attention to this matter and kindly ask you to provide an update or a time frame by which I can expect a response.

Thank you for your prompt attention to this issue. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]