

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 regarding our previous correspondence about the unresolved balance issues related to Invoice #[Invoice Number] dated [Invoice Date]. Despite our ongoing discussions, it appears that the matter remains unresolved.

To recap, the main points of contention are as follows:

- [Brief description of the disputed charge or issue]
- [Any previous agreements or discussions on this matter]
- [Relevant dates and amounts]

We value our relationship and would appreciate your prompt attention to this matter. Please let us know if you require any further documentation or information to expedite the resolution process.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]