

Invoice Dispute Escalation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally escalate our ongoing dispute regarding Invoice #[Invoice Number] dated [Invoice Date]. Despite our previous communications, the matter remains unresolved.

To recap, the issues identified include [briefly describe the disputed issues]. We have previously provided [details of any prior correspondences or resolutions attempted]. Unfortunately, no resolution has been achieved.

We respectfully request your immediate attention to this matter and propose a meeting/call at your earliest convenience to discuss possible resolutions. Please provide your availability.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]