

Urgent Invoice Dispute Escalation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an urgent dispute regarding invoice #[Invoice Number], dated [Invoice Date], which remains unresolved.

Despite our previous communications on this matter, we have yet to receive a satisfactory response or resolution. The disputed amount of [Disputed Amount] is causing significant issues for our ongoing projects.

We kindly request your immediate attention to this matter and a prompt resolution. Please advise us on the next steps to expedite this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]