

Payment Discrepancy Arbitration Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request arbitration regarding a payment discrepancy that has arisen between myself and [Company's Name]. The details of the discrepancy are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Payment Amount Discrepancy:** [Specify Amount]
- **Date of Payment:** [Insert Payment Date]

Despite multiple attempts to resolve this matter directly, I have yet to receive a satisfactory response. Therefore, I believe arbitration is necessary to reach an equitable resolution.

Please find attached any relevant documentation concerning this issue.

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

Sincerely,

[Your Name]