

Invoice Payment Dispute Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a dispute regarding payment for invoice #[Invoice Number], dated [Invoice Date], which totals [Invoice Amount].

Upon reviewing our records, we have identified the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We kindly request your prompt attention to this matter. Please provide clarification and any necessary documentation to resolve this dispute by [Response Deadline].

If you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]