

Payment Reminder - Invoice Dispute

Dear [Recipient's Name],

I hope this message finds you well. We are writing to remind you of the outstanding payment for Invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

We understand that there may be some discrepancies regarding the invoice amount, and we are keen to resolve any issues promptly. Please provide us with the necessary details or documentation regarding the dispute so that we can address it effectively.

If you have already sent your payment or if the dispute has been resolved, kindly disregard this reminder.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]