

# Payment Dispute Communication

**Your Name**

Your Address  
City, State, Zip Code  
Your Email Address  
Your Phone Number  
Date: [Insert Date]

**Recipient Name**

Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally dispute a payment issue regarding invoice number [Insert Invoice Number], dated [Insert Invoice Date], for the amount of [Insert Amount]. I believe there has been an error in the billing, as [briefly describe the nature of the dispute, e.g., overcharge, incorrect amount, services not rendered, etc.].

According to my records, [provide details supporting your dispute, e.g., agreed terms, previous communications, payment history, etc.]. I kindly ask for your prompt attention to this matter and would appreciate a review of this invoice.

Attached are copies of relevant documents for your reference:

- [Document 1]
- [Document 2]
- [Document 3]

Thank you for your immediate attention to this matter. I hope we can resolve this issue amicably. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Sincerely,

[Your Name]