

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Payment Dispute Resolution

I am writing to formally address a payment dispute regarding [Invoice Number/Order Number] dated [Invoice Date]. Despite my previous attempts to resolve this matter, I am yet to receive a satisfactory response.

The disputed amount is [Insert Amount], which was due on [Due Date]. The misunderstanding seems to stem from [briefly explain the reason for the dispute, e.g., incorrect charges, services not rendered, etc.].

I kindly request that we review this issue together and aim for a resolution by [Proposed Resolution Date]. I appreciate your prompt attention to this matter and look forward to your timely response.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]