

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Dispute of GGT Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute a payment related to [specific service/product] rendered on [date of transaction] under invoice number [invoice number].

Upon reviewing my account and the transaction details, I noticed that [briefly explain the reason for the dispute, e.g., incorrect amount charged, services not rendered, etc.].

I have attached relevant documents, including [list documents such as invoices, receipts, correspondence], to support my case.

I kindly request your prompt attention to this matter and [desired resolution, e.g., a corrected invoice, refund, etc.]. I look forward to your prompt response to resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]