

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Payment Dispute

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute a payment associated with my account ([Your Account Number]) for the invoice dated [Invoice Date], with the amount of [Disputed Amount]. Upon reviewing the details, I have identified discrepancies that I believe warrant examination. Specifically, [briefly explain the reason for the dispute, including any relevant details].

I request that you review this matter and provide clarification or corrections as necessary. I believe we can resolve this issue amicably and look forward to your prompt response.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]