

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

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Payment Dispute - [Invoice Number/Reference]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute a recent payment regarding [specific details of the transaction, e.g., service/product provided, date, and amount].

Details of the dispute are as follows:

- ****Invoice Number****: [Invoice Number]
- ****Transaction Date****: [Date]
- ****Total Amount****: [Amount]
- ****Disputed Amount****: [Disputed Amount]

[Explain the reason for the dispute clearly and concisely, providing any necessary details or documentation to support your claim.]

I kindly request a review of this matter and an adjustment to the payment as necessary. Please let me know if you require additional information or documentation to facilitate your investigation.

I appreciate your prompt attention to this issue and look forward to your response within [specific timeframe, e.g., 14 days].

Thank you for your assistance.

Sincerely,

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