

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: Payment Dispute - [Invoice/Account Number]

Dear [Recipient's Name/Customer Service Department],

I hope this message finds you well. I am writing to formally dispute a payment that was processed on [date of transaction] regarding [brief description of the product/service].

After reviewing my records, I believe that [explain the nature of the dispute - incorrect amount, services not rendered, etc.]. I have attached [mention any documents you are including, such as invoices, receipts, correspondence, etc.] to support my claim.

I kindly request a review of this matter, as I would like to resolve this issue promptly. Please let me know if you require any further information or documentation from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Your Company Name (if applicable)]