

Formal Email for Disputed Payment Resolution

Subject: Action Required: Payment Dispute Resolution

Dear [Customer Name],

We have received a notice regarding a dispute on your payment for invoice [Invoice Number]. Our records indicate a balance of [Amount] is outstanding. We request you review the attached invoice and provide clarification.

Please respond within [Number of Days] to resolve this matter promptly. Your cooperation is appreciated to avoid any further action.

Sincerely,

[Your Name]

[Position]

[Company Name]

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