**DISPUTE LETTER DEMANDING PROOF OF PAYMENT**

**[Date]**

**[Name of the Employee]**

**[Designation]**

**[Address]**

Sub: Demanding Proof for Payment

Dear **[Name]**

This is with reference to your due payments towards us since **[time period]** months. The amount pending is **[Total Payment]** and applies to the order numbers 213, 9817, 231 and 221.

We have been kind to you by allowing you to take our supplies for credit owing to your sinking business and now you are claiming that all the payment have been done so we demand you to show us the proof of the payments.

We have been trying to get in touch with you through mails, calls and letters but have got no response from you. One of our employees even came to meet you in person but was denied any access to you. After all this failed attempts to contact you, we have decided to take this through the legal path. We wanted to give you a last chance and that is the reason we are writing this letter to you asking for the invoices of the payments that you claim to have made to us.

We request you to oblige this letter and submit the proof or admit that the payments haven´t been done. We can even consider giving you chance to repay in installments. We will have to meet you in the court if you ignore this chance.

Yours Faithfully,

**[Name of the Authorized person]**

**[Organization Name]**