**LETTER TEMPLATE**

**LETTER OF DISPUTE ON PAYMENT**

**[Name of the Employee]**

**[Designation]**

**[Organization Name]**

**[Address]**

Sub: Settling Accounts Dispute between two Companies

Dear **[Name]**

This letter is written to you as a final reminder over the unpaid invoices from last year, number 123 to 567, total amount of **[Amount in rupees]** otherwise I have to take court action. I remember the day you asking me for credit at the point as your business was struggling, and stupidly I agreed.

I have tried to contact you many times but you have been ignoring my calls and emails and last time when we had a talk you said you owe my company no dues. I asked you therefore to send me proof that these invoices were paid, you must have copies, and otherwise it is clear that they stand unpaid.

So I ask you once more to clear this debt you have with my company. If you have financial difficulties and are unable to pay back the sum in full, then you must contact me to arrange a repayment plan, as hiding will solve nothing. If this time you ignored my correspondence, I will take a legal action against you.

Yours Faithfully,

**[Name of the person]**

**[Designation]**

**[Organization Name]**