

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

[Date]

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

**Subject: Request for Partial Payment - Invoice #[Invoice Number] Under Dispute**

Dear [Recipient Name],

This letter is in reference to Invoice #[Invoice Number], dated [Invoice Date], for the total amount of [Total Amount]. We acknowledge your dispute regarding [briefly mention disputed items, e.g., line item X or specific service charges], which is currently under investigation.

While we work to resolve the discrepancies associated with the disputed portion of the invoice, we note that a significant portion of the charges, totaling [Undisputed Amount], remains undisputed and relates to services/goods already accepted.

To ensure our accounts remain current during the investigation process, we kindly request a partial payment of [Undisputed Amount] by [Due Date].

This partial payment will be applied to the undisputed balance of your account and does not constitute a waiver of our rights regarding the remaining [Disputed Amount]. We remain committed to resolving the outstanding issues as quickly as possible and will provide an update on the investigation by [Date].

Please confirm receipt of this request and let us know if you require any further documentation to process this partial payment.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]