

[Company Name]  
[Department Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Address Line 1]  
[City, State, Zip Code]

**Subject: Prior Payment Verification and Dispute Resolution Outcome Notice**

Dear [Recipient Name],

This letter is to formally notify you of the outcome regarding the payment dispute initiated on [Date] concerning Account/Invoice Number [Number].

Our internal review team has completed a thorough verification of your payment history and the documentation provided during the dispute process. Based on our investigation, the following determination has been made:

**Dispute Summary:**

Disputed Amount: [Amount]  
Transaction Date: [Date]  
Reference Number: [Number]

**Investigation Outcome:**

[Select one: Resolved in Favor of Customer / Resolved in Favor of Company / Partially Resolved]

**Details of Finding:**

[Insert specific details here, e.g., "The payment was successfully located and applied to your account," or "The charges were found to be valid as per the service agreement."]

**Account Status Update:**

As a result of this resolution, your current outstanding balance is [Amount]. [Insert any necessary action, e.g., "No further action is required," or "Please remit the remaining balance by Date."]

If you have any questions regarding this decision or if you have additional evidence to provide, please contact our Dispute Resolution Department at [Phone Number] or [Email Address].

Thank you for your patience during this verification process.

Sincerely,

[Name/Signature]  
[Title]  
[Company Name]