

# Dispute of Account Status Error

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally dispute the status of my account, [Account Number], which I believe has been reported inaccurately. I have reviewed my account statements and records, and I believe there has been an error that needs to be rectified.

The current status of my account indicates [describe the error, e.g., "a late payment" or "a closed status"], which is incorrect due to [explain the situation, e.g., "I made my payment on time" or "I have been a loyal customer"].

I request that you review my account and correct the error in accordance with the Fair Credit Reporting Act. Attached are copies of relevant documents, including [list any attachments, e.g., "payment receipts" or "statement records"], to support my claim.

Please inform me of the outcome of your investigation at your earliest convenience. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]