

Dispute Letter Regarding Account Inaccuracies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Dispute of Account Inaccuracies

Dear [Recipient's Name],

I am writing to formally dispute inaccuracies in my account statements associated with account number [Your Account Number]. Upon reviewing my account, I have identified the following discrepancies:

- [Description of the first inaccuracy]
- [Description of the second inaccuracy]
- [Any additional inaccuracies]

These discrepancies do not align with my records and require immediate attention. I have attached copies of [any relevant documents, e.g., statements, correspondence] to support my claims.

I kindly request that you investigate this matter and provide a resolution at your earliest convenience. Please inform me of the steps being taken to rectify these inaccuracies, as well as the expected timeline for resolution.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]