

Formal Dispute Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute [briefly describe the issue, e.g., a charge on my account, the quality of a product or service, etc.]. This issue arose on [insert date], and I believe it requires immediate attention.

Details of the dispute are as follows:

- Description of the issue
- Relevant dates and transactions
- Any supporting documentation or evidence

I request that you investigate this matter thoroughly. I believe that [explain your position briefly]. Please respond to my dispute by [insert date you expect a response by].

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

Sincerely,

[Your Name]