

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous complaint regarding the disputed transaction dated [Transaction Date], with a reference number of [Transaction Reference Number]. Despite my initial complaint submitted on [Date of Initial Complaint], I have not yet received an update regarding the status of this dispute.

The transaction in question has caused me [briefly explain any issues or inconvenience caused]. As a loyal customer, I appreciate your attention to this matter and hope to resolve it promptly.

Please let me know if there are any updates, or if you require further information from my end to expedite the process. Thank you for your assistance and I look forward to hearing from you soon.

Sincerely,

[Your Name]