

Financial Liability Dispute Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute a financial liability that was recently communicated to me regarding [specific account or reference number]. The amount in dispute is [insert amount], and I believe this charge is incorrect for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I respectfully request that you review this matter and provide a detailed explanation for the charge within [insert time frame]. I have attached supporting documents for your reference.

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

Sincerely,

[Your Name]

[Your Job Title (if applicable)]