

Dispute Regarding Loyalty Program Eligibility

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Team/Specific Contact Person],

I am writing to formally dispute the eligibility status of my account for the [Name of Loyalty Program], which I believe has been incorrectly assessed. My account number is [Account Number], and I have been a loyal customer since [Start Date of Membership].

According to my understanding, I meet all the necessary requirements outlined in the program criteria, including [briefly list eligibility requirements you meet]. However, I was recently informed that my application/eligibility was denied due to [specific reason stated by the company].

I kindly request a thorough review of my eligibility status, as I believe there may have been an oversight. I have attached relevant documents, including [list any relevant documents], for your reference.

Thank you for your attention to this matter. I look forward to your prompt response so that we can resolve this issue amicably.

Sincerely,

[Your Name]