

# Account Dispute Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Dispute Resolution for Account #[Insert Account Number]**

Dear [Recipient's Name],

I am writing to formally dispute the information associated with my account #[Insert Account Number]. I have reviewed my account statement and noticed discrepancies that I believe require immediate attention.

The specific items I am disputing include:

- [Item 1: Description of the discrepancy]
- [Item 2: Description of the discrepancy]
- [Item 3: Description of the discrepancy]

I kindly request that you investigate these issues and provide a resolution at your earliest convenience. Please let me know if you need any further information or documentation to assist with this process.

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

Sincerely,

[Your Name]