

Subject: Dispute Regarding Financial Instrument Settlement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally address a dispute regarding the settlement of a financial instrument associated with my account number [insert account number] dated [insert transaction date].

Details of the dispute:

- Financial Instrument: [Insert Instrument Details]
- Transaction Amount: [Insert Amount]
- Settlement Date: [Insert Settlement Date]
- Disputed Amount: [Insert Disputed Amount]

After reviewing the relevant documents, I found discrepancies between the expected settlement and the amount received. This situation is causing significant concern, and I would like to resolve it at the earliest opportunity.

I kindly request a thorough review of this matter and ask that you provide a written response by [insert response deadline]. Should further information be required, I am available at your convenience to assist in resolving this issue.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your Contact Information]