

Formal Dispute Regarding Unpaid Balance Discrepancy

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute an unpaid balance discrepancy on my account with [Company Name]. After reviewing my records, I have found that the amount listed as unpaid does not accurately reflect my transactions.

According to my records, the current outstanding balance shown is [insert disputed amount]. However, based on my calculations and supporting documentation, the accurate balance should be [insert correct amount].

I have attached copies of relevant documents for your reference, including [list all attached documents]. I kindly request that you review these materials and rectify the discrepancy at your earliest convenience.

Please inform me of the outcome of your investigation into this matter by [insert a specific date, typically within 30 days]. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]