

Letter of Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the alleged financial obligation referenced in your correspondence dated [Insert Date of Correspondence]. According to your records, I am attributed with a debt of [Insert Amount], which I believe to be inaccurate. I would like to provide the following details to support my position:

- [Detail 1: Briefly describe reason for dispute]
- [Detail 2: Mention any supporting evidence or documentation]
- [Detail 3: Provide any relevant account or reference numbers]

I kindly request a thorough review of this matter. Please provide documentation that verifies the obligation as you claim it to be. Until such evidence is received, I do not acknowledge this alleged debt.

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

Sincerely,

[Your Name]