

Formal Dispute Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Dispute Notification

Dear [Recipient Name],

I am writing to formally dispute [briefly describe the issue, such as an invoice, charge, or contract term] dated [insert date of the disputed item]. After reviewing the relevant documents, I believe that [explain your reason for disputing the issue, including specific details or references].

In light of this, I kindly request that [state what resolution you are seeking, such as a corrected invoice, a refund, or a change in terms]. I have attached [mention any documents you are including, such as receipts, emails, or contracts] for your reference.

Please respond to this notification within [insert a specific time frame, e.g., 14 days] so we can resolve this matter promptly.

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

Sincerely,

[Your Name]