

Formal Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally dispute the lack of response to my previous inquiries dated [list dates of inquiries]. Despite my efforts to communicate regarding [briefly describe the issue or request], I have yet to receive a response or any acknowledgment of my concerns.

This continued lack of communication is not only frustrating but also detrimental to the resolution of my matter. I expect that my inquiries will be addressed promptly and that an explanation for the delay will be provided.

I kindly request a response to this letter within [insert timeframe, e.g., 14 days] from the date of this correspondence. Failure to address this dispute may compel me to consider further action.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]