

Account Status Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the status of my account, account number [Account Number], as stated in your [letter/email] dated [Date of Letter]. I believe that there has been an error regarding its current standing.

According to my records, [Briefly explain your account status and the discrepancies you are disputing. Attach any supporting documents, if applicable].

I kindly request a thorough review of my account and an official response addressing my concerns by [Request a specific timeframe, e.g., "within 30 days"].

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

Sincerely,

[Your Name]