

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Dispute of Blacklisted Account

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the blacklisting of my account ([Account Number/ID]) associated with [Your Full Name or Company Name], as I believe this action has been taken in error.

[Provide a brief explanation of the situation, including relevant dates and any supporting information that justifies your dispute. Mention any previous correspondence related to this issue, if applicable.]

I kindly request a thorough review of my account status and any actions that led to this blacklisting. I am confident that, upon review, you will find the account is in good standing and can rectify this matter promptly.

Please let me know if you require any further information or documentation from my side to assist with your investigation. I appreciate your timely attention to this issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]