

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

[Blacklist Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Dispute of Blacklist Record

Dear [Blacklist Agency Name],

I hope this letter finds you well. I am writing to formally dispute my inclusion on your blacklist under the following details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Account Number/Reference: [Your Account Number or Reference]

After reviewing my records, I believe that the reason for my inclusion in the blacklist is inaccurate due to [briefly explain reason, e.g., "an outstanding balance that has since been resolved," or "a payment that was made on time"].

Enclosed with this letter are the following documents to support my dispute:

1. [Document 1, e.g., payment confirmation]
2. [Document 2, e.g., account statements]
3. [Any Additional Relevant Documents]

I kindly request that you review my case and remove my name from the blacklist. Please confirm the receipt of this letter and inform me of the outcome of your investigation.

Thank you for your attention to this matter.

Sincerely,
[Your Name]