

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Credit Claim Dispute - [Claim Reference Number]

Dear [Recipient's Name],

I am writing to formally dispute the credit claim associated with [Claim Reference Number] due to [brief explanation of the reason for the dispute, e.g., incorrect charges, missing documentation].

I have attached relevant documents to support my claim, including [list of enclosed documents, e.g., invoices, receipts, correspondence]. I kindly request that you review this matter and provide a prompt resolution.

Thank you for your attention to this dispute. I look forward to your timely response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]