

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

Financial Conduct Authority
12 Endeavour Square
London
E20 1JN

Subject: Financial Dispute Resolution

Dear Sir/Madam,

I am writing to formally submit a complaint regarding a financial dispute with [Name of Financial Institution/Company].

My details are as follows:

- Account Number: [Your Account Number]
- Reference Number: [Any Reference Number, if applicable]
- Nature of the Dispute: [Brief Description of the Dispute]

I have attempted to resolve this issue directly with [Name of Financial Institution/Company] on [List any dates you contacted them and their responses]. Unfortunately, my efforts have not resulted in an acceptable resolution.

I would appreciate your guidance on how to proceed with this matter.

Attached, you will find copies of relevant documentation related to my complaint.

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

Sincerely,

[Your Name]

[Signature, if sending a hard copy]

Attachments: [List of attached documents]