

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

Dear [Recipient Name],

Subject: Formal Payment Dispute

I am writing to formally dispute a payment issue regarding account number [Your Account Number].

On [Date of Transaction], a payment of [Payment Amount] was made for [Description of Goods/Services]. However, I believe that there has been an error in this transaction due to [brief explanation of the issue, e.g., incorrect amount charged, service not rendered, etc.].

I have attached supporting documentation, including [list any relevant documents, such as receipts, invoices, correspondence, etc.], to substantiate my claim.

I kindly request your prompt attention to this matter and would appreciate a resolution by [specific date, if applicable]. Please confirm receipt of this letter and provide an update on the status of my dispute. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachment(s)]