

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

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

Subject: Complaint Dispute - [Account/Reference Number]

Dear [Recipient Name],

I am writing to formally dispute the [specific issue, e.g., charge, account error] on my account referenced above.

Description of the Issue:

- [Provide a brief description of the issue]
- [Include relevant dates, amounts, and any supporting details]

I believe this issue has arisen due to [explain reason if applicable]. I kindly request that you investigate this matter and provide me with an update as soon as possible.

Attached are copies of [mention any documents you are enclosing, e.g., receipts, statements] to support my claim.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]