

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Dispute Regarding HSA Contributions

I hope this message finds you well. I am writing to formally address a dispute regarding my Health Savings Account (HSA) contributions for the year [Year].

Upon reviewing my account statements and contribution records, I have identified discrepancies that require clarification. Specifically, [briefly describe the nature of the dispute, including dates, amounts, and any relevant details].

I would appreciate your assistance in resolving this matter. Could you please provide me with the necessary documentation and information that pertains to my contributions? Additionally, I would like to discuss potential resolutions to rectify any inconsistencies.

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

Sincerely,
[Your Name]