

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

Subject: MC Number Dispute Resolution

Dear [Recipient Name],

I am writing to formally dispute the MC number assigned to my business, [Your Business Name], with the MC number [Disputed MC Number]. After reviewing the data in question, I believe there are discrepancies that need to be addressed.

Details of Dispute:

1. ****Incorrect Information****: [Briefly outline the incorrect information and why it is inaccurate].
2. ****Supporting Documents****: [List any documents you are including to support your claim, e.g., business registration, tax documents, etc.].

Request for Resolution:

I kindly request a review of the assigned MC number and the necessary adjustments to rectify this matter. I believe correcting this will prevent further complications in my business operations.

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

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Business Name]