

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

Ooma, Inc.

Attention: Dispute Resolution Department

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

Subject: Dispute Resolution Request

Dear Ooma Dispute Resolution Team,

I am writing to formally dispute [briefly describe the issue, e.g., a charge on my account]. My account number is [your account number], and the charge in question occurred on [date of the charge].

[Provide a detailed explanation of the issue, including any relevant dates, amounts, and actions taken to resolve the matter. Attach any supporting documents if necessary.]

I kindly request your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]