

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

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

Dear [Recipient's Name],

Subject: Financial Dispute Regarding [Specific Issue/Account Number]

I am writing to formally address a financial dispute concerning [briefly describe the issue, e.g., an incorrect charge on my account].

[Provide a detailed explanation of the dispute, including relevant dates, figures, and any previous correspondence.]

I kindly request your prompt attention to this matter and resolution of the issue mentioned.

[Optional: Include any documentation you are attaching to support your claims.]

Thank you for your consideration. I look forward to your timely response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]