

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Financial Institution/Company]
[Department Name, if applicable]
[Company Address]

RE: Formal Dispute of Account Closure - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally dispute the recent closure of my account, which took place on [Date of Closure]. I received notice of this closure via [Email/Letter] stating that the account was closed due to [Reason provided by company, or state "no specific reason provided"].

I believe this closure is unjustified and an error for the following reasons:

- [Reason 1: e.g., I have maintained the account in good standing for X years.]
- [Reason 2: e.g., All transactions on the account are legitimate and authorized.]
- [Reason 3: e.g., I have not violated any terms of service or account agreements.]

This closure has caused significant inconvenience, as it has disrupted [my automatic bill payments / access to my personal funds / my business operations].

I request that you immediately review this decision and provide a detailed explanation for the closure if you maintain your position. Otherwise, I request that the account be reinstated immediately and that I be granted full access to my funds and services.

I have attached [List any supporting documents, such as recent statements or ID] to support my claim. I look forward to a prompt resolution of this matter within [Number, e.g., 5-10] business days.

Sincerely,

[Your Signature]

[Your Printed Name]