

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

To the Appeals Department,
[Company Name]
[Company Address]

Subject: Formal Dispute regarding deactivation of account: [Your Username/Account ID]

Dear Customer Support Team,

I am writing to formally dispute the sudden deactivation of my account, [Username/Account ID], which occurred on [Date of Deactivation].

I have not received a specific explanation regarding which policy or term of service was allegedly violated. To the best of my knowledge, my account activity has remained in full compliance with your platform's guidelines. This account is essential to me for [mention purpose, e.g., business operations, personal communication, or accessing purchased content].

I request a manual review of my account status. If a violation was flagged by an automated system, I ask for a human representative to verify the findings. If a specific issue is identified, please provide details so that I may address it immediately.

Attached are documents supporting my identity and account ownership: [List any attachments, e.g., Photo ID, recent invoices, or screenshots].

I look forward to a prompt resolution and the restoration of my account access. Please confirm receipt of this letter and notify me of your decision within [Number] business days.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]