

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

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Follow-up on Dispute Status for Account #[Your Account Number]

Dear [Contact Person Name or Customer Service Department],

I am writing to request a status update regarding a formal dispute I filed on [Date Original Dispute was Sent]. As of today, I have not received a written response or notification regarding the resolution of this matter.

The dispute pertains to [briefly state the issue, e.g., an unauthorized charge, an incorrect billing amount, or inaccurate credit reporting] in the amount of [Dollar Amount, if applicable].

According to [mention applicable law, e.g., the Fair Credit Billing Act or Fair Credit Reporting Act], you are required to investigate and provide a response within [Number of Days] days. That timeframe has now passed.

Please provide me with the current status of your investigation and an estimated date for completion. I have enclosed copies of my previous correspondence and supporting documentation for your reference.

I look forward to hearing from you within five business days to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List any documents attached, e.g., Original Dispute Letter, Receipts, Statements]