

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

[Date]

[Customer Service Manager Name, if known]
[Company Name]
[Company Address]

Subject: Formal Dispute Regarding [Order/Account Number]

Dear Customer Service Team,

I am writing to formally dispute a recent issue regarding [mention the specific problem, e.g., a billing error, a defective product, or an unfulfilled service] which occurred on [Date].

The details of my claim are as follows:

- **Transaction/Order Number:** [Enter Number]
- **Description of Issue:** [Provide a brief, factual description of what went wrong]
- **Previous Contact:** [Mention any previous calls or emails, including names of representatives if known]

Enclosed/Attached are copies of documentation supporting my claim, including [list attachments, e.g., receipts, photos, or correspondence].

To resolve this matter, I am requesting [state your desired outcome, e.g., a full refund, a replacement, or a correction of the billing error] by [provide a reasonable deadline, e.g., 10 business days].

I look forward to your prompt response and a swift resolution to this dispute. Please contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Your Signature]
[Your Printed Name]