

[Your Company Name]  
[Department Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Date]

[Customer Name]  
[Customer Address Line 1]  
[City, State, Zip Code]

**RE: Notice of Dispute Outcome and Account Closure**

Account Number: [Account Number]  
Reference Number: [Reference Number]

Dear [Customer Name],

We are writing to inform you that we have completed our investigation regarding the dispute you filed on [Dispute Date] concerning the above-referenced account.

**Investigation Outcome:**

[Insert Brief Summary of Outcome - e.g., The dispute has been denied / The dispute has been partially upheld]. Based on our review of the documentation provided and our internal records, it has been determined that the outstanding balance of \$[Amount] remains valid and payable.

**Account Status:**

As a result of this final determination, your account with [Your Company Name] has been officially closed. We have formally returned this account to the original creditor, [Creditor Name], for further handling and collection activity.

**Next Steps:**

Any further inquiries, payments, or correspondence regarding this balance must now be directed to the creditor at the following address:

[Creditor Name]  
[Creditor Address]  
[Creditor Phone Number]

Please note that this action may be reflected in your credit report according to applicable laws. We recommend contacting the creditor directly to resolve any remaining obligations.

Sincerely,

[Name/Signature]  
[Title]  
[Your Company Name]