

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

[Date]

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

Subject: Formal Continuation of Dispute - Account #[Your Account Number]

Dear [Recipient Name or Customer Service Manager],

I am writing this letter to formally continue my dispute regarding the account referenced above. I previously contacted your office on [Date of First Dispute] regarding [briefly state the issue, e.g., unauthorized charges/incorrect balance/inaccurate reporting].

I received your response dated [Date of their response], but I find the resolution unsatisfactory because [state reason, e.g., the information provided is still inaccurate/further evidence was ignored]. I maintain that this account information is incorrect for the following reasons:

- [Reason 1]
- [Reason 2]

Enclosed, please find copies of additional supporting documentation, including [list documents, e.g., receipts, statements, or correspondence], which further prove my claim.

I request that you re-investigate this matter immediately and update my records to reflect the correct information. Please provide a written confirmation once this dispute has been resolved. If this is not resolved within [Number] days, I will be forced to escalate this matter to the [Consumer Financial Protection Bureau or other relevant agency].

Thank you for your prompt attention to this ongoing issue.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures: [List of attached documents]