

[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: FORMAL NOTICE OF CONTINUED DISPUTE - ACCOUNT/REFERENCE NO:
[Account Number]**

Dear [Recipient Name],

I am writing this letter to formally express my dissatisfaction regarding the ongoing dispute concerning [Briefly state the issue, e.g., an unauthorized charge or an incorrect credit entry]. Despite my previous correspondence dated [Date of previous letter], this matter remains unresolved.

This letter serves as a formal demand for a definitive resolution. I have provided all necessary documentation to support my claim, yet I have not received a satisfactory response or a correction of the error.

I expect a prompt written reply to this letter within [Number of days, e.g., 10] business days. Your response should confirm that the disputed amount has been corrected or provide a detailed, evidence-based explanation as to why the dispute is being denied.

Please be advised that if this matter is not resolved promptly, I reserve the right to escalate this complaint to the appropriate regulatory agencies or pursue further legal remedies.

I look forward to your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List any attached documents, if applicable]