

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice of Dispute Review Completion**

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

Dear [Recipient Name],

We are writing to inform you that we have completed our review of the dispute you submitted on [Date of Dispute Submission] regarding the above-referenced account.

**Review Outcome:**

[Choose one: The disputed information has been verified as accurate / The disputed information has been updated or corrected / The debt has been determined to be invalid and the account has been closed.]

**Summary of Findings:**

[Briefly describe the evidence reviewed, such as payment history, contracts, or statements.]

**Current Status:**

The current balance remaining on this account is \$[Amount]. [Optional: Please note that we have notified the relevant credit reporting agencies of these results.]

If you have additional documentation or information that was not included in your initial dispute, please submit it to our office for further consideration. Otherwise, this concludes our formal review process.

Sincerely,

[Name/Department]  
[Your Company Name]