

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

RE: Final Resolution of Dispute - Account Number: [Your Account Number]

Dear [Recipient Name or Customer Service Department],

I am writing to formally acknowledge and confirm the final resolution regarding the dispute initiated on [Date Dispute was Filed] concerning [Brief Description of Dispute, e.g., an unauthorized charge/incorrect billing amount].

Following our recent communication on [Date of Resolution Agreement], it is my understanding that the following actions have been taken to resolve this matter:

- [Action 1: e.g., Correction of the account balance to \$0.00]
- [Action 2: e.g., Removal of late fees or interest charges]
- [Action 3: e.g., Update sent to credit reporting agencies]

Based on these actions, I consider this specific dispute to be fully resolved and closed. I request that you provide a final written confirmation or a corrected statement reflecting these changes for my permanent records.

Thank you for your assistance in rectifying this issue.

Sincerely,

[Your Signature]

[Your Printed Name]