

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

[Date]

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

Subject: Final Status Update Regarding Disputed Account [Account Number]

Dear [Contact Person or Customer Service Department],

This letter is to provide a final update regarding the formal dispute I filed on [Date of Original Dispute] concerning the account referenced above.

I have reviewed the information and documentation provided during the investigation process. Based on the evidence submitted, I am requesting that you confirm the final status of this account in your records. Specifically, I am requesting that:

- The disputed balance of [Dollar Amount] be formally [removed/adjusted/corrected].
- All reporting to the credit bureaus (Equifax, Experian, and TransUnion) be updated to reflect the accurate status of this account.
- Any further collection activity regarding this specific disputed amount cease immediately.

Please provide written confirmation within [Number of Days, e.g., 10] business days that these actions have been completed and that the matter is now considered closed.

Thank you for your prompt attention to this final resolution.

Sincerely,

[Your Signature]

[Your Printed Name]