

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Disputed Balance Notice

Dear :

On {date} I made a payment of \$ to my account (# ) that had a balance of \$ . On my recent statement, I noticed that my account had not been credited the payment. I have included a copy of my payment that shows when the payment was sent and when it was received. Please correct this mistake and forward me a copy of the corrected balance.

Thank you for your assistance in this matter. If you have any questions, please contact me at your earliest convenience.

Sincerely,

N A M E