

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

Date

Name
Company
Address
City, State Zip Code

Re:

Account No.

Dear :

Please be advised that our firm represents . He has requested that we contact you regarding the fraudulent charges posted against the above referenced account.

informs us that he provided with two separate affidavits regarding these charges. One was sent in mid-August in response to the letter of , and the other was sent in mid-September in response to your letter of .

On his most recent statements, has noticed that has begun to charge interest on the disputed amounts. Please be advised that disputes both the charges and any interest which is charging in connection therewith. More than sufficient time has passed for to reverse these fraudulent charges and correct 's account. On behalf of , we hereby demand that you immediately proceed to correct this matter. Further, we will not tolerate any derogatory credit information being placed on or reported in connection with 's account as a result of these fraudulent charges.

Please give this matter your immediate attention in order to avoid legal action by . Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
pc: