

Dispute Acknowledgement Response Letter

Subject: Response to Disputed Collection Claim

Dear [Recipient Name],

We acknowledge receipt of your notice disputing the charge of [Amount] for [Invoice/Account Number]. We are currently reviewing the matter.

Our team will provide a detailed response within [Number of Days] business days. We appreciate your patience during this process.

Sincerely,

[Sender Name]

[Title]

[Company Name]

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