

DISPUTE LETTER

To: _____
From: _____
Subject: _____

Dear Sir/Madam,

I am writing to formally dispute the following matter, which I believe to be inaccurate or unjust, and to request that you investigate and rectify the situation in accordance with UK law. Please find below the details of the dispute and the relevant information supporting my position.

1. Description of Dispute:

Insert a detailed description of the dispute here. Include all relevant facts, dates, and circumstances that have led to the dispute. Clearly state what you believe to be incorrect, why you disagree, and any evidence supporting your claim.

2. Relevant Documents and Evidence:

List all documents, correspondence, contracts, receipts, invoices, photographs, or any other evidence that supports your dispute. Attach copies of these documents to this letter where possible.

3. Desired Resolution:

Specify the outcome or remedy you seek to resolve the dispute. This may include a correction, refund, repair, replacement, apology, or any other appropriate solution under applicable UK laws.

4. Legal Basis and Compliance:

This dispute letter is submitted pursuant to applicable UK legislation, including but not limited to: the Consumer Rights Act 2015, the Sale of Goods Act 1979, and the Consumer Protection from Unfair Trading Regulations 2008. I expect all actions to be compliant with these laws and any other relevant statutory or common law provisions.

5. Next Steps and Timeframe:

Please acknowledge receipt of this dispute letter within seven (7) calendar days. I request a full investigation and a written response within fourteen (14) calendar days of this letter's date. Failure to respond within this timeframe may result in escalation to appropriate regulatory bodies or courts.

6. Contact Information:

Please direct all communications regarding this dispute to the undersigned at the contact details below:

Name: _____
Address: _____
Phone: _____
Email: _____

Thank you for your prompt attention to this matter. I look forward to a timely and fair resolution.

Yours faithfully,

Signature

Print Name

Original source of this document:

<https://docstemplates-uk.com/dispute-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.