



# FACEBOOK DISPUTE LETTER TEMPLATES

## ASKING TO BE ADDED AS AN ADMIN (USE IF YOU DON'T HAVE ACCESS TO THE EXISTING PAGE)

*To whom it may concern,*

*My name is [FULL NAME][INSERT YOUR FACEBOOK ACCOUNT URL], and I am the [TITLE] of [COMMUNITY NAME] (ADDRESS OF COMMUNITY HERE). Our apartment complex recently experienced a change in management to [INSERT MANAGEMENT] and we want to be added as an admin to the page.*

*We have reached out to the previous management team and they no longer have access to their accounts to transfer ownership.*

*The Page's URL is [INSERT URL]. We would like our profile [INSERT LINK TO PROFILE] under name [INSERT NAME ASSOCIATED WITH PROFILE] to have admin of the [INSERT COMMUNITY NAME] Facebook page linked. I have included a copy of my business license to prove that I am the business owner, as well as my state-issued identification.*

*"I,[INSERT FULL NAME] wish to have my profile [INSERT YOUR FACEBOOK ACCOUNT URL] added as admin to the business page [INSERT URL OF PAGE]."*

*I, [INSERT FULL NAME], certify that the information provided is true and accurate.*

*Signed,*

\_\_\_\_(Your Signature)\_\_\_\_

\_\_\_\_(Your Printed Name)\_\_\_\_

**INCLUDE PHOTO OF YOUR DRIVER'S LICENSE IN THIS LETTER.  
MAKE SURE THE PHOTO IS TAKEN ON A SOLID BACKGROUND  
WITH ALL 4 EDGES CLEARLY VISIBLE. SCAN NOT RECOMMENDED.**



# FACEBOOK DISPUTE LETTER TEMPLATES

## ASKING FOR OWNER TO BE REMOVED

USE IF YOU ARE ALREADY ADMIN ON THE PAGE BUT  
YOU WANT THE OLD OWNER TO BE REMOVED

*To whom it may concern,*

*My name is [NAME][INSERT YOUR FACEBOOK ACCOUNT URL], and I am the [TITLE] of [COMMUNITY NAME] (ADDRESS OF COMMUNITY HERE). Our apartment complex recently experienced a change in management to [INSERT MANAGEMENT] and we want to remove the previous management's business manager [INSERT BUSINESS MANAGER ACCOUNT NAME] from the account.*

*We have reached out to the previous management team and they no longer have access to that business manager account "[INSERT PAGE NAME HERE]" to remove themselves.*

*The Page's URL is [INSERT URL]. We would like the business manager account name "[INSERT BUSINESS MANAGER NAME]" (ID: [INSERT ID NUMBER]) to be removed from the page. I have included a copy of my business license to prove that I am the business owner, as well as my state-issued identification.*

*"I, [INSERT FULL NAME] wish to have the [COMMUNITY NAME] Facebook page removed from the business manager account "[INSERT BUSINESS MANAGER NAME]" (ID: [INSERT ID NUMBER])"*

*I, [INSERT FULL NAME], certify that the information provided is true and accurate.*

*Signed,*

\_\_\_\_(Your Signature)\_\_\_\_

\_\_\_\_(Your Printed Name)\_\_\_\_

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# FACEBOOK DISPUTE LETTER TEMPLATES

## ASKING TO BE ADDED AS AN OWNER

USE IF YOU ARE ALREADY ADMIN ON THE PAGE BUT  
YOU WANT TO BE OWNER OF THE PAGE

*To whom it may concern,*

*My name is [NAME][INSERT YOUR FACEBOOK ACCOUNT URL], and I am the [TITLE] of [COMMUNITY NAME] (ADDRESS OF COMMUNITY HERE). Our apartment complex recently experienced a change in management to [INSERT MANAGEMENT] and we want to be made owner of the page.*

*We have reached out to the previous management team and they no longer have access to that business manager account to remove themselves.*

*The Page's URL is [INSERT URL]. We would like our business manager account name "[INSERT BUSINESS MANAGER NAME]" (ID: [INSERT ID NUMBER]) to be added as owner to the page. I have included a copy of my business license to prove that I am the business owner, as well as my state-issued identification.*

*"I, [INSERT FULL NAME] wish to have the [COMMUNITY NAME] Facebook page added to our business manager account as an owner "[INSERT BUSINESS MANAGER NAME]" (ID: [INSERT ID NUMBER])"*

*I, [INSERT FULL NAME], certify that the information provided is true and accurate.*

*Signed,*

\_\_\_\_(Your Signature)\_\_\_\_

\_\_\_\_(Your Printed Name)\_\_\_\_

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