

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.