



FACEBOOK DISPUTE LETTER TEMPLATES

ASKING FOR OWNER TO BE REMOVED

USE IT 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

INCLUDE A 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.