

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

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. A SCAN IS NOT RECOMMENDED.