

Dispute Letter for Unauthorized Credit Card Transaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, ZIP Code]

Subject: Dispute of Unauthorized Transaction on Account [Your Account Number]

Dear [Bank/Company Name],

I am writing to formally dispute an unauthorized transaction that appeared on my credit card statement. The details of the transaction are as follows:

- **Transaction Date:** [Insert Date]
- **Transaction Amount:** [Insert Amount]
- **Merchant Name:** [Insert Merchant Name]
- **Description:** [Insert Description as it appears on the statement]

I did not authorize this transaction, and I am requesting that it be investigated. I have attached copies of my credit card statement highlighting the disputed transaction along with any relevant documentation.

Please confirm the receipt of this letter and inform me about the steps you will take in response to this dispute. I expect this unauthorized charge to be credited back to my account promptly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]