

Charge Dispute Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent correspondence regarding the charge dispute on your account. We acknowledge receipt of your dispute concerning the transaction dated [Insert Date of Transaction], in the amount of [Insert Amount].

We take such matters seriously and are currently investigating the details of this transaction. Please allow us [Insert Timeframe] to complete our review and respond with our findings.

If you have any additional information that may assist us in resolving this matter, please do not hesitate to contact us at [Insert Contact Information].

We appreciate your patience as we work to resolve this issue.

Sincerely,

[Your Name]

[Your Title]

[Company Name]