

Chargeback Acknowledgment

Date: [Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We are writing to acknowledge receipt of your chargeback request regarding the transaction dated [Transaction Date] with the amount of [Transaction Amount].

Please be advised that we are currently reviewing your request and will provide a response within [number of days] days as per our investigation process.

If you have any further questions or need assistance, please do not hesitate to contact us at [Your Company Phone Number] or [Your Company Email Address].

Thank you for your patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]