

# Chargeback Resolution Acknowledgment

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

We are writing to acknowledge the receipt of your chargeback request dated [Chargeback Date] regarding the transaction with order number [Order Number].

After careful review, we have completed our investigation and have reached a resolution. Our findings are as follows:

- Transaction Date: [Transaction Date]
- Chargeback Reason: [Chargeback Reason]
- Resolution: [Resolution Outcome]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]