

# Transaction Dispute Resolution Letter

Date: [Insert Date]

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute a transaction on my account that occurred on [Transaction Date] for the amount of [Transaction Amount]. The transaction reference number is [Reference Number].

The reason for my dispute is [Brief Description of the issue, e.g., unauthorized transaction, incorrect amount charged, etc.]. I have attached relevant documents, including [List of Attachments, e.g., transaction receipts, correspondence, etc.], to support my claim.

I kindly request that you investigate this matter and provide me with a resolution as soon as possible. If needed, I am available for a call to discuss this issue further. Please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]