

# Dispute Letter for Erroneous Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally dispute an erroneous charge on my account. The charge in question is for [insert amount] which was posted on [insert date]. I believe this charge has been made in error due to [brief explanation of the issue].

For your reference, I have attached copies of relevant documentation, including [list any documents, e.g., receipts, billing statements]. I kindly request that you investigate this matter and rectify the charge as soon as possible.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]