

Chargeback Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Bank or Credit Card Company Name]

[Bank Address]

[City, State, Zip Code]

Subject: Chargeback Request for Transaction [Transaction ID]

Dear Customer Service Team,

I am writing to formally request a chargeback for the transaction identified by [Transaction ID], which occurred on [Transaction Date]. The transaction was made to [Merchant Name].

Despite my attempts to resolve this matter directly with the merchant, [describe the issue briefly], I have been unable to achieve a satisfactory resolution.

I believe this chargeback is valid due to [provide reason: fraud, services not rendered, item not as described, etc.]. I have attached [any supporting documents, such as receipts or correspondence] for your reference.

I kindly request that you investigate this matter and process my chargeback request at your earliest convenience. Please confirm the receipt of this letter and keep me informed of the progression of my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]