

Credit Card Dispute Letter

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

Credit Card Company
Customer Service Department
Company Address
City, State, Zip Code

Subject: Dispute of Incorrect Payment Processing

Dear Customer Service,

I am writing to formally dispute a charge on my credit card account ([Insert Account Number]). On [Insert Date of Transaction], I noticed an incorrect payment processing for the amount of [Insert Amount].

The details of the transaction are as follows:

- Date of Transaction: [Insert Transaction Date]
- Merchant Name: [Insert Merchant Name]
- Transaction Amount: [Insert Amount]
- Description of the Issue: [Describe the Issue]

I have attached documentation supporting my claim, including [Insert List of Attached Documents, such as receipts or transaction records].

According to the Fair Credit Billing Act, I am entitled to dispute this charge, and I request a thorough investigation into this matter. Please correct this error and provide me with a written confirmation of the resolution.

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

Sincerely,
[Your Name]