

Credit Card Dispute Letter

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Credit Card Company Name
Customer Service Department
Address
City, State, ZIP Code

Subject: Dispute for Unauthorized Charge and Request for Merchant Refund

Dear Customer Service,

I am writing to formally dispute a charge on my credit card statement dated [Statement Date]. The charge is for [Amount] from [Merchant Name] on [Transaction Date]. I believe this charge is incorrect due to the following reasons:

- [Reason for dispute, e.g., item not received, wrong item sent, etc.]
- [Any additional details or context]

Despite my attempts to resolve this issue directly with the merchant, [Briefly describe your attempts for resolution]. Thus, I am requesting your assistance in disputing this charge and obtaining a refund.

Enclosed are copies of relevant documents including my credit card statement, correspondence with the merchant, and any other supporting evidence. Please let me know if you require any further information.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,
[Your Name]
[Your Account Number]