

Credit Card Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Credit Card Issuer's Name]

[Credit Card Issuer's Address]

[City, State, ZIP Code]

Subject: Dispute of Credit Card Charge

Dear [Credit Card Issuer's Name or Appropriate Department],

I am writing to formally dispute a charge on my credit card account that I believe is erroneous.

Details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Merchant Name: [Insert Merchant Name]
- Transaction Amount: [Insert Amount]
- Transaction Reference Number: [Insert Reference Number]

The product/service I ordered on [Insert Order Date] was not received as agreed. Despite my attempts to contact the merchant and resolve this issue, I have not received a satisfactory response. As a result, I am requesting a reversal of the charge.

Please find attached any relevant documentation to support my claim, including correspondence with the merchant and proof of payment.

I appreciate your prompt attention to this matter. Please confirm the receipt of this letter and inform me about the steps that will be taken regarding my dispute.

Thank you for your assistance.

Sincerely,

[Your Name]