

Credit Card Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Subject: Dispute of Service Cancellation Charges

Dear [Credit Card Company],

I am writing to formally dispute a charge on my credit card statement regarding service cancellation fees from [Service Provider Name]. The charge in question is for \$[Amount] and was processed on [Date of Charge]. I believe this charge is incorrect because [brief reason for dispute, e.g., "I canceled the service within the allowable time frame" or "the service was not rendered as promised"].

Please find the supporting documentation attached, including [list any attached documents, e.g., cancellation confirmation, service agreement]. I request that this charge be investigated and reversed as appropriate.

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

Sincerely,

[Your Name]

[Your Credit Card Number (last four digits)]