

Credit Card Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Credit Card Company Name

[Company Address]

[City, State, ZIP Code]

Subject: Dispute of Unexplained Fees on Credit Card Statement

Dear [Credit Card Company Customer Service],

I am writing to formally dispute the unexplained fees that have appeared on my recent credit card statement, dated [Insert Statement Date]. My account number is [Insert Account Number].

Upon reviewing my statement, I noticed a fee of [Insert Amount] listed as [Insert Fee Description], which I do not recognize and believe to be incorrect. I have always paid my bills on time and adhered to the terms of my card agreement.

For your reference, I have enclosed copies of my statement highlighting the disputed fee and any correspondences related to this issue. I kindly ask that you investigate this matter and provide a detailed explanation for the charge.

Please contact me at [Your Phone Number] or [Your Email Address] should you need any more information to resolve this issue. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]