

# Transaction Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Dispute of Financial Transaction**

Dear [Recipient Name],

I am writing to formally dispute a transaction that occurred on [Transaction Date] with reference number [Transaction Reference Number]. The transaction amount was [Transaction Amount], and it was processed on my account number [Your Account Number].

Upon reviewing my bank statement, I noticed that this transaction was unauthorized and/or incorrect. I believe this may be due to an error or fraudulent activity.

I kindly request a thorough investigation into this matter and a prompt resolution. Please find attached copies of relevant documents, including my account statement for your reference.

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

Sincerely,

[Your Name]