

Invoice Chargeback Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you of a chargeback concerning your recent purchase from our store. Below are the details associated with this transaction:

Transaction Details:

- Invoice Number: [Insert Invoice Number]
- Order Date: [Insert Order Date]
- Product Description: [Insert Product Description]
- Amount Charged: \$[Insert Amount]
- Chargeback Amount: \$[Insert Chargeback Amount]

This chargeback was initiated for the following reason: [Insert Reason for Chargeback].

Please note that we have initiated a review of this transaction and may require further information from you to resolve this issue. If you believe this chargeback is incorrect, please contact us within [insert time frame].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]