

Chargeback Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Chargeback Notification for Invoice #[Invoice Number]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you regarding the chargeback associated with the invoice #[Invoice Number], dated [Invoice Date].

The chargeback process has been initiated due to a dispute over the service provided. Details of the dispute are as follows:

- **Service Provided:** [Description of Service]
- **Dispute Reason:** [Reason for Dispute]
- **Chargeback Amount:** \$[Amount]

We believe that communication is key to resolving this matter efficiently. We kindly request that you provide any pertinent information or supporting documents related to the dispute by [Deadline Date].

Should you have any queries or wish to discuss this matter further, please do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]