

# Chargeback Request for Invoice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a chargeback for the invoice dated [Invoice Date], with the invoice number [Invoice Number], in the amount of [Invoice Amount].

The reason for this chargeback request is [Briefly explain the reason, e.g., "services not rendered," "discrepancy in charges," etc.]. After reviewing the details of the transaction, I believe this request is justified.

Attached to this letter are all relevant documents that support my claim, including [list enclosed documents, e.g., "invoice," "receipts," "correspondence," etc.].

I kindly ask that you review my request at your earliest convenience and provide a resolution by [insert deadline, if applicable]. Thank you for your attention to this matter.

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]