

Invoice Chargeback Update

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about an update regarding the chargeback for invoice #[Invoice Number] dated [Invoice Date]. This chargeback has been initiated due to a payment processing issue that occurred on [Date of Issue].

Details of the chargeback are as follows:

- **Invoice Number:** [Invoice Number]
- **Transaction Amount:** [Transaction Amount]
- **Reason for Chargeback:** [Reason]
- **Current Status:** [Status]

We are actively working with our payment processor to resolve this issue. Please rest assured that we are committed to ensuring this matter is resolved promptly.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]