

Disputed Transaction Communication

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute a transaction that occurred on [date of transaction] involving the amount of [transaction amount]. The transaction reference number is [transaction reference number].

Upon reviewing my account statement, I noticed that this charge is inaccurate because [explain reason for dispute, e.g., unauthorized charge, canceled service, etc.]. I have attached supporting documentation for your reference.

I kindly request your prompt attention to this matter and a resolution that includes a refund of the disputed amount. Please provide a written response regarding your findings and the next steps to resolve this issue.

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

Sincerely,

[Your Name]