

Credit Card Statement Dispute Letter

Date: [Insert Date]

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

[Credit Card Issuer's Name]
[Branch or Department Name]
[Issuer's Address]
[City, State, Zip Code]

Dear [Customer Service Department/Specific Contact Name],

I am writing to formally dispute certain unauthorized charges on my credit card account [Your Account Number], which I discovered on my latest statement dated [Statement Date].

The unauthorized charges are as follows:

- Charge Description: [Description of Charge] - Amount: \$[Amount] - Date: [Date of Charge]
- Charge Description: [Description of Charge] - Amount: \$[Amount] - Date: [Date of Charge]

I did not authorize these transactions, and I request an investigation into these charges. Please reverse the transactions and issue a refund to my account. Attached are copies of my statement highlighting the disputed charges, along with any supporting documentation for your review.

Thank you for your prompt attention to this matter. Please confirm receipt of this letter and update me on the status of my dispute.

Sincerely,

[Your Name]