

Payment Dispute Complaint

Date: [Insert Date]

To: Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute a payment related to my account with your company. The details of the transaction in question are as follows:

- **Account Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Transaction Date:** [Date of Transaction]
- **Amount in Dispute:** [Disputed Amount]
- **Description of the Dispute:** [Brief Description]

Despite my previous attempts to resolve this issue, I have not received a satisfactory response. I believe the charge is incorrect due to [reason for dispute]. I kindly request a thorough review of my account and the disputed transaction.

Please contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further. I appreciate your prompt attention to this issue, as I would like to resolve it quickly and amicably.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]