

Formal Request for Charge Reversal

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

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

Dear [Recipient's Name],

I am writing to formally request a reversal of a charge that was processed on my account on [date of the charge]. The transaction reference number is [transaction number].

After reviewing my statements, I believe this charge was made in error due to [brief explanation of the reason for the request, e.g., duplicate charge, cancellation of service, etc.]. I have attached any relevant documentation for your reference.

As a long-time customer, I appreciate your prompt attention to this matter and hope for a favorable resolution. Please let me know if you require any further information.

Thank you for your understanding.

Sincerely,

[Your Name]