

Charge Dispute Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Customer Service Department

[Company Name]

[Company Address]

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally dispute an unauthorized charge on my account. On [insert date of transaction], my account was charged [\$amount] for [description of charge] which I did not approve.

My account details are as follows:

Account Number: [Insert Account Number]

I kindly request that you review my case and provide clarification regarding this charge. I have attached all relevant documentation to support my claim.

Please respond to me at your earliest convenience regarding this matter. Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

Attachments:

- [List any attached documents]