

Credit Card Transaction Dispute Letter

Date: [Insert Date]

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Credit Card Issuer: [Credit Card Issuer Name]

Address of Credit Card Issuer: [Address]

Subject: Dispute of Transaction on Credit Card

Dear Customer Service,

I am writing to formally dispute a transaction that appeared on my credit card statement dated [Insert Date]. The details are as follows:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Merchant Name: [Merchant Name]
- Description of Dispute: [Brief Description of Dispute]

I believe this transaction is erroneous because [Explain your reason for disputing the transaction]. I have attached any relevant documents to support my dispute, including [List of documents such as receipts, bank statement copies, etc.].

I kindly request that you investigate this matter and respond to me at your earliest convenience. Please inform me of any updates or required documents needed to process my dispute.

Thank you for your attention to this matter.

Sincerely,

[Your Name]