

Correction of Incorrect Credit Card Charge

Date: [Insert Date]

To: [Insert Company Name]

Address: [Insert Company Address]

Subject: Dispute of Incorrect Credit Card Charge

Dear [Insert Recipient's Name],

I am writing to formally dispute an incorrect charge on my credit card statement dated [Insert Date of Statement]. The charge in question is for [Insert Amount] and appears under the description [Insert Description].

This charge is incorrect because [Insert Reason for Dispute, e.g., "I did not authorize this transaction," or "The amount charged is incorrect"]. I have attached any relevant documentation to support my claim.

I kindly request that this matter be investigated and that the incorrect charge be reversed at your earliest convenience. Please confirm receipt of this letter and inform me of the steps that will be taken to address this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]