

Service Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Credit Card Number or Account Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute a charge on my recent credit card statement dated [Insert Statement Date]. The charge in question is for [Insert Charge Amount] from [Insert Merchant Name], and was processed on [Insert Transaction Date].

I believe this charge is inaccurate because [Explain the reason for the dispute briefly, e.g., "I did not authorize this transaction" or "The service/product was not delivered as promised"]. I have attached any relevant documentation to support my claim, including [list any supporting documents, such as receipts, emails, etc.].

Please investigate this matter as soon as possible and provide a resolution. I would appreciate a prompt response to my inquiry at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]