

Letter of Dispute for Unauthorized Credit Card Charge

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally dispute a charge on my credit card statement that I believe to be unauthorized. The details of the charge are as follows:

- **Cardholder Name:** [Your Name]
- **Credit Card Number:** **** * [Last Four Digits]
- **Transaction Date:** [Insert Transaction Date]
- **Amount Charged:** \$[Insert Amount]
- **Merchant Name:** [Insert Merchant Name]

I did not authorize this transaction and I request a full refund for the charge noted above. Please investigate this matter and provide me with written confirmation of your findings.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]