

Chargeback Request for Non-Functional Item

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Credit Card Issuer's Name]

[Credit Card Issuer's Address]

[City, State, ZIP Code]

Subject: Chargeback Request for Non-Functional Item - Transaction ID: [Insert Transaction ID]

Dear [Credit Card Issuer's Name],

I am writing to formally request a chargeback for a purchase made on [Insert Purchase Date] for an item I received that was non-functional. The details of the transaction are as follows:

- Merchant Name: [Insert Merchant Name]
- Transaction Amount: [Insert Amount]
- Transaction Date: [Insert Transaction Date]
- Order Number: [Insert Order Number]

Despite my attempts to resolve this matter directly with the merchant, they have been unresponsive/failed to provide a satisfactory resolution. I have included the relevant documentation and communication records to support my claim.

Therefore, I request that you initiate a chargeback for this transaction and refund the amount to my account. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]