

Chargeback Demand Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Merchant's Name]

[Merchant's Address]

[City, State, Zip Code]

Subject: Chargeback Demand for Incorrect Service Delivery

Dear [Merchant's Name],

I am writing to formally request a chargeback for the transaction that occurred on [transaction date], with the order number [order number]. The total amount charged was [amount].

Unfortunately, the service provided was not as described and did not meet the expectations set during the purchase process. Specifically, [briefly describe the incorrect service delivery]. I had attempted to resolve this issue directly with your customer service team on [date(s) of contact], but was unable to reach a satisfactory resolution.

Under the circumstances, I am exercising my right to initiate a chargeback through my credit card issuer. I request that you address this matter urgently and provide a formal acknowledgment of this demand within [number of days, e.g., 14] days.

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

Sincerely,

[Your Name]