

Chargeback Request Form

Date: [Insert Date]

To: [Recipient's Name]

Company Name: [Company's Name]

Address: [Company's Address]

Subject: Chargeback Request for Inadequate Service

Dear [Recipient's Name],

I am writing to formally request a chargeback for the transaction made on [Transaction Date] for [Service Description], which was processed with the reference number [Transaction Reference Number]. My experience with the service provided was unsatisfactory for the following reasons:

- [Detail your experience with the service]
- [Explain why it was inadequate]
- [Provide any relevant information or evidence]

Despite contacting your customer service team on [Date of Contact], the issue remains unresolved, prompting this request for a chargeback. I have attached all relevant documentation to support my claim.

Please confirm the receipt of this request and let me know the next steps in processing my chargeback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]