

Chargeback Inquiry Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally inquire about a chargeback for a recent transaction with your company. The order number is [Order Number], placed on [Purchase Date]. Unfortunately, the goods received were of subpar quality and did not meet the specifications outlined at the time of purchase.

Details of the issue:

- Product Description: [Product Name]
- Order Date: [Order Date]
- Received Date: [Received Date]
- Issues with the Product: [Brief Description of Issues]

Despite my attempts to resolve this issue directly with your customer service team, I have not received a satisfactory resolution. Therefore, I am requesting a chargeback to restore my funds of [Amount]. Enclosed, please find copies of my order confirmation, photographs of the received goods, and any correspondence regarding this matter.

I appreciate your prompt attention to this issue and look forward to your response by [Response Deadline]. Should you need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,
[Your Name]