

# Chargeback Notification for Damaged Items

Date: [Insert Date]

To: [Merchant's Name]

[Merchant's Address]

Dear [Merchant's Name],

I am writing to formally notify you of a chargeback that has been initiated regarding my recent purchase from your store. The details of the transaction are as follows:

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

Unfortunately, upon receiving the ordered items, I discovered that they were damaged. Attached are photographs of the items and any relevant documentation to support my claim.

I have attempted to resolve this matter directly with your customer service team, but have not received a satisfactory resolution. Therefore, I have no choice but to initiate a chargeback through my bank.

I hope to resolve this matter amicably. Please let me know if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]