

Chargeback Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Subject: Chargeback Request for Defective Merchandise

Dear [Credit Card Company Representative's Name],

I am writing to formally request a chargeback for a recent transaction made on [Transaction Date] for defective merchandise purchased from [Merchant Name]. The details of the transaction are as follows:

- Transaction Amount: [Insert Amount]
- Transaction ID: [Insert Transaction ID]
- Merchant Name: [Insert Merchant Name]
- Purchase Date: [Insert Purchase Date]

Upon receiving the item, I noticed it was defective due to [Briefly Describe the Issue]. I attempted to resolve the matter directly with the merchant; however, [Explain Any Attempts Made to Resolve the Issue].

As a result, I request that the charge be reversed and the amount credited back to my account. I have attached supporting documents, including a copy of my receipt, photographs of the defective item, and any correspondence with the merchant.

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

Sincerely,

[Your Name]