

Dispute Transaction Inquiry

Date: [Insert Date]

To: [Bank or Merchant Name]

Address: [Bank or Merchant Address]

Dear [Customer Service or Relevant Department],

I am writing to formally dispute a transaction that occurred on [Transaction Date] with the reference number [Transaction Reference Number]. I have noticed that the amount charged to my account was incorrect.

Details of the transaction:

- **Transaction Date:** [Insert Transaction Date]
- **Transaction Amount Charged:** [Insert Charged Amount]
- **Expected Amount:** [Insert Expected Amount]
- **Merchant Name:** [Insert Merchant Name]
- **Account Number:** [Insert Your Account Number]

I kindly request that you investigate this discrepancy as I believe I have been charged an incorrect amount during this transaction. Attached are any relevant documents for your reference.

Please let me know the next steps I need to take, and I look forward to your prompt response to resolve this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]