

Dispute Transaction Notification

Date: [Insert Date]

To: [Merchant's Name]

Address: [Merchant's Address]

Subject: Dispute of Transaction - Goods Not Received

Dear [Merchant's Name],

I am writing to formally dispute a transaction for an order I made on [Insert Order Date], with the order number [Insert Order Number]. Despite the confirmation of shipment, I have not yet received the goods.

Details of the transaction:

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

As per our agreement, I was expecting delivery by [Insert Expected Delivery Date], but I have not received the goods as of today, [Insert Current Date]. I kindly request a prompt resolution to this matter, either by issuing a full refund or providing information on the delivery status.

Please respond to this notification at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt reply.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]

[Your Email Address]