

Dispute Transaction Report

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Email: [Insert Your Email]

Phone Number: [Insert Your Phone Number]

Recipient Name: [Insert Company/Service Provider Name]

Recipient Address: [Insert Company Address]

City, State, Zip Code: [Insert Company City, State, Zip Code]

Subject: Dispute of Transaction for Service Cancellation

Dear [Recipient Name],

I am writing to formally dispute a recent transaction related to the cancellation of my service, which was processed on [Insert Date of Transaction]. The details of the transaction are as follows:

Account Number: [Insert Account Number]

Transaction Amount: [Insert Amount]

Date of Transaction: [Insert Date]

Despite my prior cancellation request submitted on [Insert Cancellation Request Date], I noticed that my account was still charged. I have attached [any relevant documents, e.g., cancellation confirmation email, transaction receipt, etc.] to support my claim.

I kindly request a full refund for the incorrectly processed charge and the prompt resolution of this matter. Please contact me at your earliest convenience to discuss this further.

Thank you for your attention to this issue.

Sincerely,

[Insert Your Name]