

# Dispute Transaction Resolution Request

Date: [Insert Date]

To: [Merchant's Name]

Address: [Merchant's Address]

Email: [Merchant's Email]

Subject: Dispute Resolution Request for Transaction Error

Dear [Merchant's Name],

I am writing to formally request a resolution regarding a transaction error that occurred on [Insert Date of Transaction]. The transaction details are as follows:

- Transaction ID: [Insert Transaction ID]
- Transaction Amount: [Insert Transaction Amount]
- Payment Method: [Insert Payment Method]
- Date of Transaction: [Insert Date of Transaction]

Upon reviewing my account, I noticed that the above transaction was charged incorrectly due to [briefly explain the error, e.g., duplicate charge, incorrect amount, etc.]. I kindly request your assistance in investigating this matter and rectifying the discrepancy at your earliest convenience.

Attached are copies of relevant documents, including [list any attached documents, like receipts or bank statements].

I appreciate your prompt attention to this matter, and I look forward to your response within [insert desired timeframe, e.g., 14 days]. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]