

Chargeback Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank's Customer Service/Specific Contact],

I am writing to formally request a chargeback for a recent transaction on my account. The details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: \$[Insert Amount]
- Merchant Name: [Insert Merchant]
- Transaction ID: [Insert Transaction ID]

Reason for Chargeback: [Provide a brief explanation of the reason for the chargeback]

I have attached relevant documents to support my request, including receipts and any correspondence with the merchant.

Please let me know if you require any further information to process this chargeback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]