

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, ZIP Code

Dear Customer Service,

I am writing to formally dispute a charge on my account for the amount of [insert amount], which was posted on [insert date]. Upon reviewing my account statement, I noticed that this charge is incorrect.

The details of the disputed charge are as follows:

- Account Number: [insert account number]
- Transaction Date: [insert date]
- Description: [insert description]
- Amount: [insert amount]

I believe this charge is erroneous because [briefly explain why the charge is incorrect]. I kindly request that you investigate this matter and rectify my account accordingly.

Please find attached any relevant documents to support my claim. I would appreciate a prompt response regarding the status of my dispute.

Thank you for your attention to this matter.

Sincerely,
[Your Name]