

# Credit Card Charge Dispute Letter

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

Credit Card Company Name  
Dispute Resolution Department  
Company Address  
City, State, Zip Code

Dear Dispute Resolution Department,

I am writing to formally dispute a charge on my credit card statement for a subscription service that I canceled. The charge appears on my statement dated [insert date] for the amount of [insert amount], which was processed on [insert transaction date].

Details of the disputed charge are as follows:

- Account Holder Name: [Your Name]
- Credit Card Number: XXXX-XXXX-XXXX-[last four digits]
- Transaction Date: [insert transaction date]
- Charge Amount: [insert amount]
- Merchant Name: [insert merchant name]

I canceled my subscription on [insert cancellation date], and I have attached a copy of the cancellation confirmation email for your reference. As such, I believe this charge is unjustified.

I kindly request that you investigate this matter and reverse the charge to my credit card. If you need any additional information, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]