

Credit Card Charge Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Customer Service Address]

[City, State, Zip Code]

Subject: Dispute of Credit Card Charges

Dear [Credit Card Company Name],

I am writing to formally dispute a charge on my credit card account. The details of the disputed transaction are as follows:

- **Account Number:** [Last Four Digits of Card Number]
- **Transaction Date:** [Insert Date]
- **Merchant Name:** [Insert Merchant Name]
- **Transaction Amount:** [Insert Amount]

The reason for the dispute is [briefly explain the reason, e.g., unauthorized charge, returned item not refunded, etc.].

Attached are copies of any relevant documents supporting my case, including receipts, email correspondence, and any other pertinent information.

Please investigate this matter and remove the disputed charge from my account. I look forward to your prompt response to this letter. You can reach me at the phone number or email address listed above should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]