

# 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]

Dear Customer Service,

I am writing to formally dispute a duplicate charge on my credit card account. My account number is [Insert Account Number], and the charge in question is dated [Insert Charge Date] for the amount of [Insert Amount].

I was charged twice for the same transaction at [Merchant Name]. The details of both transactions are as follows:

- Transaction 1: [Insert Transaction ID] - [Insert Amount] - [Insert Date]
- Transaction 2: [Insert Transaction ID] - [Insert Amount] - [Insert Date]

I have attached copies of my statements highlighting the duplicate charges for your reference. I kindly ask that you investigate this matter and remove the duplicate charge from my account.

Thank you for your prompt attention to this issue. Please contact me at the phone number or email address provided above if you need any further information.

Sincerely,

[Your Name]