

Credit Card Charge Dispute Letter

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

Customer Service Department
[Credit Card Company Name]
[Credit Card Company Address]
City, State, Zip Code

Dear Sir/Madam,

Subject: Dispute of Incorrect Billing on Credit Card Account

I am writing to formally dispute a charge on my credit card account (Account Number: XXXX-XXXX-XXXX-XXXX) dated [Date of Charge]. The charge in question is [Amount] from [Merchant Name].

I believe this charge is incorrect because [brief explanation of the error or dispute, e.g., I did not authorize this transaction, the amount is incorrect, or I returned the item].

Enclosed are copies of relevant documents including [invoices, receipts, or any correspondence with the merchant] to support my claim. I kindly request that you investigate this matter and resolve the issue promptly.

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

Sincerely,
[Your Name]