

# Credit Card Charge Dispute Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

Customer Service Department  
[Credit Card Issuer's Name]  
[Issuer's Address]  
City, State, Zip Code

Dear Customer Service,

I am writing to formally dispute a charge on my credit card account for merchandise not received. The details of the transaction are as follows:

**Transaction Date:** [Insert Date]  
**Merchant Name:** [Insert Merchant Name]  
**Transaction Amount:** \$[Insert Amount]  
**Credit Card Number:** \*\*\*\* \* [Last Four Digits of Card]

Despite my order placed on [Insert Order Date], the merchandise was never delivered. I have attempted to resolve this issue with the merchant directly by [mention any attempts made, e.g., phone calls, emails], but to no avail.

Therefore, I request that you investigate this matter and reverse the charge to my account. Please find attached any supporting documents, including order confirmations and correspondence with the merchant.

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

Sincerely,  
[Your Name]