

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 Team,

I am writing to formally dispute a charge on my credit card statement dated [Insert Date], for the amount of [Insert Amount]. The charge is associated with [Insert Merchant Name or Description of Service] and is referenced under transaction number [Insert Transaction Number].

Unfortunately, there has been a misunderstanding regarding the services provided. I had expected [Briefly explain your expectation] but instead received [Briefly explain what you actually received]. Therefore, I believe this charge is incorrect and should be reversed.

Please investigate this matter promptly, and I would appreciate a written response regarding the status of my dispute. I have enclosed copies of relevant documentation, including receipts and any correspondence related to this transaction, for your review.

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

Sincerely,

[Your Name]