

# Credit Card Charge Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

## **Subject: Dispute for Charge on Account [Your Account Number]**

Dear [Credit Card Company],

I am writing to formally dispute a charge on my credit card statement dated [insert date of statement] for [insert amount]. The charge was made by [Merchant Name] on [Transaction Date]. I am disputing this charge because the service that was supposed to be rendered was not provided.

Details of the transaction are as follows:

- Merchant Name: [Merchant Name]
- Transaction Date: [Transaction Date]
- Amount Charged: [Insert Amount]
- Description of the Service: [Brief Description]

I have attempted to resolve this matter directly with the merchant but have not received a satisfactory response. I would appreciate your prompt attention to this matter and a resolution to my dispute as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Name]