

Credit Card Charge Dispute Letter

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]

Dear [Credit Card Company Name] Customer Service,

I am writing to formally dispute a charge on my credit card account ([Insert Account Number]) for the amount of [Insert Charge Amount] that occurred on [Insert Date of Charge]. I believe this charge is unauthorized.

The details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Merchant Name: [Insert Merchant Name]
- Amount: [Insert Charge Amount]
- Transaction Reference Number: [Insert Reference Number]

I have not authorized this transaction nor have I received any goods or services in exchange for this charge. I kindly request that you investigate this matter and reverse the unauthorized charge as soon as possible.

Please confirm receipt of this dispute and keep me informed about the status of your investigation. You can reach me at [Your Phone Number] or [Your Email]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]