

Chargeback Reversal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Chargeback Reversal Request for Billing Error

Dear [Bank's Chargeback Department],

I am writing to formally request a reversal of a chargeback that was processed on my account due to a billing error. The transaction in question is related to [Merchant Name] dated [Transaction Date] for the amount of [Transaction Amount].

After reviewing my account and corresponding with the merchant, I found that the charge was inaccurately reported and should not have been disputed. I have attached supporting documents that highlight the billing error, including copies of receipts and correspondence with the merchant.

Details of the transaction:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Reference Number: [Reference Number]

I kindly request that you initiate the process for reversing the chargeback and reinstate my account with the correct amount. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]