

Chargeback Reversal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Bank/Payment Processor Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a reversal of the chargeback initiated on [Insert Chargeback Date] for transaction ID [Insert Transaction ID], pertaining to the purchase of [Insert Product Name] from [Insert Merchant's Name].

The reason for the chargeback was due to receiving a defective product. However, I have since resolved the issue with the merchant, who has provided a refund/replacement. Enclosed are supporting documents including the original purchase receipt, correspondence with the merchant, and any other relevant evidence of the resolution.

Given these circumstances, I kindly request the reversal of the chargeback so that the merchant can receive the payment owed for the transaction.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]