

# Chargeback Reversal Request

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your City, State, Zip: [Insert City, State, Zip]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

**To: [Merchant's Name]**

[Merchant's Address]

[Merchant's City, State, Zip]

Dear [Merchant's Name],

I am writing to formally request a reversal of the chargeback for the transaction dated [Insert Transaction Date], with the amount of [Insert Amount]. The reason for the chargeback was a duplicate charge for the transaction.

Upon reviewing my bank statement, I noticed that I was charged twice for the same transaction. After confirming this with my bank, I have initiated a request for a chargeback reversal and would appreciate your cooperation in this matter.

Transaction Details:

- Transaction ID: [Insert Transaction ID]
- Purchase Description: [Insert Purchase Description]
- Original Charge Date: [Insert Original Charge Date]
- Duplicate Charge Date: [Insert Duplicate Charge Date]

I kindly request your prompt attention to this matter, and I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]