

Chargeback Reversal Request

Date: [Insert Date]

To: [Insert Bank/Card Issuer Name]

Address: [Insert Bank/Card Issuer Address]

Account Holder: [Your Name]

Account Number: [Your Account Number]

Transaction ID: [Insert Transaction ID]

Amount: [Insert Amount]

Dear [Insert Name or Customer Service],

I am writing to formally request the reversal of a chargeback submitted on [Insert Date of Chargeback] for transaction ID [Insert Transaction ID] concerning services that were not rendered by [Insert Company/Service Provider Name].

Details of the transaction are as follows:

- Transaction Date: [Insert Transaction Date]
- Service Description: [Insert Description of Services]

Upon further investigation, it has come to my attention that the chargeback initiated was due to miscommunication regarding the service delivery. The service provider failed to deliver the promised services; therefore, I had no option but to raise the chargeback.

However, I have since resolved the matter directly with [Insert Company/Service Provider Name]. They have agreed to refund the payment, and I kindly ask you to reverse the chargeback accordingly.

Attached you will find the documentation supporting my resolution with the service provider, including [Insert types of documents such as emails, agreements, refund confirmation, etc.].

Thank you for your attention to this matter. I appreciate your prompt assistance in resolving this issue. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]