

Dispute Resolution Letter

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date: [Insert Date]

Creditor's Name

Creditor's Address

City, State, ZIP Code

Subject: Dispute of Incorrect Charges on Account [Account Number]

Dear [Creditor's Name],

I am writing to formally dispute incorrect charges on my account [Account Number]. Upon reviewing my recent statement dated [Insert Statement Date], I have identified the following discrepancies:

- Charge on [Date of Charge] for [Amount] - [Description of Charge]
- Charge on [Date of Charge] for [Amount] - [Description of Charge]

According to my records, these charges are inaccurate and I request a thorough review of my account. I believe that these charges may have resulted from [briefly explain reason, e.g., billing error, unauthorized transaction, etc.].

To resolve this issue, I kindly ask you to review my account and provide a correction. I would appreciate your prompt attention to this matter and a response within [Insert Time Frame, e.g., 30 days].

Thank you for your assistance.

Sincerely,

[Your Name]