

Disputed Transaction Correction Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally dispute a transaction that occurred on my account [Account Number].

The transaction in question is as follows:

- Date of Transaction: [Insert Date]
- Transaction Amount: [Insert Amount]
- Description: [Insert Description]

Upon reviewing my account statement, I noticed that this transaction was incorrectly processed. I did not authorize this transaction, nor was I provided with any services/products in exchange for this charge.

I kindly request that you investigate this matter and correct the transaction at your earliest convenience. Please find attached any relevant documents that support my claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]