

Disputed Charges Appeal Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally dispute the charges applied to my account on [date of transaction]. The charges amount to [amount] and are associated with [brief description of the transaction].

Upon reviewing my statements, I believe that these charges are incorrect due to [reason for dispute]. I have attached supporting documents that validate my claim, including [list of attached documents].

In light of this information, I kindly request that you investigate this matter and reverse the disputed charges. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]