

Disputed Charge Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Financial Institution Name]

[Department Name, if applicable]

[Institution Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name or "To Whom It May Concern"],

I am writing to formally dispute a charge on my account with [Financial Institution Name]. The details of the charge are as follows:

- Account Number: [Insert Account Number]
- Transaction Date: [Insert Transaction Date]
- Transaction Amount: [Insert Amount]
- Merchant Name: [Insert Merchant Name]

Upon reviewing my account statement, I noticed that the above charge is incorrect because [briefly explain the reason for the dispute, e.g., "I did not authorize this transaction" or "The amount charged is incorrect"].

I kindly request that the disputed charge be investigated and removed from my account. I have attached any relevant documentation to support my claim, including [list any attached documents, e.g., receipts, correspondence, etc.].

Please let me know if you require any further information to assist in resolving this matter. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]