

# Disputed Charge Clarification Letter

Date: [Insert Date]

To: [Credit Card Company Name]

Address: [Credit Card Company Address]

Account Number: [Your Account Number]

Dear Customer Service,

Subject: Dispute of Unauthorized Charge

I am writing to formally dispute a charge on my credit card statement for the amount of [Insert Amount]. The transaction in question occurred on [Insert Date] and is described as [Insert Description]. I did not authorize this charge and believe it to be fraudulent.

I have attached supporting documents, including a copy of my statement highlighting the disputed charge and any relevant correspondence. I kindly request that you investigate this matter and provide clarification regarding this charge.

Please confirm receipt of this letter and inform me of the next steps regarding this dispute. I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]