

Disputed Charge Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Billing Address if different from above]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally dispute a charge on my account, detailed below:

- Account Number: [Insert Account Number]
- Disputed Charge Amount: [Insert Amount]
- Date of Charge: [Insert Date]
- Description of Charge: [Insert Description]

Upon reviewing my billing statement, I have identified what I believe to be an error in this charge. I request any documentation that supports this charge, including invoices, transaction records, or any other pertinent information.

Please send the requested information to my address listed above or via email at [Your Email Address]. I appreciate your prompt attention to this matter and look forward to resolving this issue swiftly.

Thank you for your assistance.

Sincerely,

[Your Name]