

Disputed Charge Explanation

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally dispute a charge that was made to my account on [Insert Date of Charge]. The transaction in question is listed as [Insert Transaction Description] with an amount of [Insert Amount].

Upon reviewing my records, I believe this charge was made in error for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I kindly request your assistance in investigating this matter and resolving the dispute. Attached are relevant documents to support my claim:

- [Document 1]
- [Document 2]

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

Sincerely,

[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]