

Complaint Regarding Disputed Charge

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Merchant Name

Merchant Address
City, State, Zip Code

Dear [Merchant Name or Customer Service Department],

I am writing to formally dispute a charge on my account related to a transaction with your business. Below are the details of the disputed charge:

- **Transaction Date:** [Insert Date]
- **Transaction Amount:** [Insert Amount]
- **Description:** [Insert Description of Item/Service]
- **Charge Reference Number:** [Insert Reference Number]

I believe this charge is incorrect because [briefly explain the reason for the dispute, e.g., unauthorized charge, returned item, etc.]. I have attached supporting documentation to validate my claim, including [list any included documents, such as receipts or correspondence].

I request that you investigate this matter and provide a resolution at your earliest convenience. Please respond to me within [insert timeframe, e.g., 30 days] as required by law.

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

Sincerely,

[Your Name]

[Optional: Additional Contact Information]