

Disputed Charge Inquiry

Date: [Insert Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute a charge that appears on my [credit card/bank statement]. The details of the transaction are as follows:

- **Date of Transaction:** [Insert Date]
- **Transaction Amount:** [Insert Amount]
- **Description of Charge:** [Insert Description]

Upon reviewing my account, I noticed that this charge is incorrect because [briefly explain reason for dispute]. I have attached any relevant documentation to support my claim.

I kindly request that you investigate this matter and provide a resolution at your earliest convenience. Please let me know if you need any additional information from my side.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]