

Disputed Charge Notification

Date: [Insert Date]

To,

Customer Service Department
[Bank Name]
[Bank Address]
[City, State, ZIP]

Subject: Notification of Disputed Charge on Account

Dear Customer Service Representative,

I am writing to formally dispute a charge that has appeared on my bank account statement for the period ending [Insert Date]. The details of the disputed charge are as follows:

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

I believe this charge is incorrect because [Insert Reason for Dispute]. I kindly request a thorough investigation into this matter and a prompt resolution.

Please find attached any relevant documents that may assist in the investigation.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, ZIP]
[Your Phone Number]
[Your Email Address]